

HQMC  
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E R R A T U M

to

MCO P1100.75C

PERSONNEL PROCUREMENT  
MILITARY ENTRANCE PROCESSING STATION (MEPS)

(Joint Service Publication: AR 601-270/AF 33-7/  
MCO P1100.75C of 20 November 1999

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AFR 33-7  
MCO P1100.75C

Personnel Procurement

# **Military Entrance Processing Station (MEPS)**

Headquarters  
Departments of the Army,  
The Air Force,  
and The Marine Corps  
Washington, DC  
20 November 1999

**UNCLASSIFIED**

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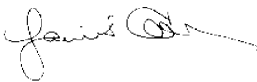
\*Army Regulation 601-270  
\*AFR 33-7  
\*MCO P-1100.75C

Effective 20 December 1999

## Personnel Procurement

### Military Entrance Processing Station (MEPS)

By Order of the Secretary of  
the Navy:



LOUIS CALDERA  
Secretary of the Army

J.R. DAVIS  
Major General, U.S. Marine Corps  
Commanding General  
Marine Corps Recruiting Command

By Order of the Secretary of  
the Air Force:

DONALD L. PETERSON  
Lieutenant General, USAF  
DCS/Personnel

**History.** This edition publishes a revision of this regulation. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This regulation covers Military Entrance Processing Directive (MEPS) operational policies, programs, and procedures. It implements Department of Defense Directive DODD1145.2 governing personnel enlisting in the military and the processing of Selective Service registrants.

**Applicability.** This regulation applies to all Armed Services including the Coast Guard and other agencies using the MEPS.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER) acting for the Secretary of the Army. The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. DCSPER may delegate this authority, in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation contains management control provisions according to AR 11-2

and contains checklists for conducting management control reviews.

**Supplementation.** Supplementation of this regulation is prohibited unless prior approval is obtained from HQDA (DAPE-MPA-CB), WASHINGTON, DC 20310-0300.

**Suggested improvements.** Army users are invited to send comments and suggested improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPA-CB), WASHINGTON, DC 20310-0300. Marines will send their comments to COMMANDANT (MRRP) HEADQUARTERS U.S. MARINE CORPS, WASHINGTON, D.C. 20380-1775. Air Force personnel will send their comments to AF/DPXFA, 1040 AIR FORCE PENTAGON, WASHINGTON, DC 20330-1040. Coast Guard personnel will forward their comments to COMMANDANT COAST GUARD (G-PRJ-20 UNITED STATES COAST GUARD, 2100 2ND ST S.W. WASHINGTON, D.C. 20693-0001).

**Distribution.** This distribution is available in electronic media only and is intended for command levels A, B, C, D, and E for Active Army, Army National Guard and U.S. Army Reserve.

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\*This regulation supersedes AR 601-270/AFR 33-7/MCO P-1100.75B, 15 April 1986.  
AR 601-270 • 20 November 1999

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# Summary of Change

AR 601-270

Personnel Procurement

Military Entrance Processing Station (MEPS)

This revision—

- Establishes applicability of the regulation to the United States Coast Guard and the Army National Guard (chap 1).
- Changes name and acronym of the MEPCOM ADP system to Military Entrance Processing Reporting System (MEPRS) (chap 1).
- Eliminates responsibility for budgetary planning by the Sector Commanders (chap 1).
- Realigns MEPS Functions to include initial functional responsibility for care of applicants in event of emergency (chap 2).
- Incorporates automated ENTNAC/NAC procedures (chap 2).
- Clarifies responsibility for publishing travel orders for new enlistees (chap 2).
- Establishes official requirement to test for Human Immunodeficiency Virus (HIV) (chap 2).
- Establishes requirement for drug and alcohol testing in the Army and Air Force (chap 2).
- Establishes responsibility for disposition of incorrigible applicants (chap 2).
- Changes Joint Recruitment Commander's Committee to Senior Joint Recruitment Commander's Committee (chap 3).
- Specifies changes relating to Public Affairs to protect the individual's right of privacy (chap 3).
- Authority for Saturday Openings is given to Commander, USMEPCOM (chap 3).
- Establishes Staffing procedures for the MEPS and relief/removal of unsatisfactory personnel (chap 4).
- Establishes new standards for MEPS facilities (chap 5).
- Clarifies procedures for Travel orders and movement of enlistees (chap 6).
- Establishes procedures, security and accountability of the Armed Services Vocational Aptitude Battery (chap 7).
- Describes new height/weight tables as standards for enlistment (chap 8).
- Establishes validity for physical for enlistment purposes as 2 years (chap 8).
- Deletes Temporary Identification Numbers (chap 9).
- Establishes Entrance National Agency Check (ENTNAC) procedures during mobilization (chap 9).
- Establishes both "Two Step and "One Step" Process to be used during mobilization (chap 9).
- Specifies grade for induction of JROTC personnel (chap 9).
- Grants MEPS Commander's waiver authority for moral disqualification during mobilization (chap 9).
- Establishes HIV and DAT procedures during mobilization (chap 9).
- Revises moral qualification standards during mobilization (chap 9).
- Establishes provisions related to homosexual conduct for induction (chap 9).
- Establishes procedures for inducting Health Care Professionals (chap 9).
- Establishes revised tour lengths for military personnel (app E).
- Includes new checklist that replaces one in DA Circular 11-89-1 (app I).



- Deletes the following obsolete DA Forms which will no longer be used: DA Form 4709-R (Temporary Identification Number (TIN) Ledger), DA Form 4710-R (Acknowledgment of Service Obligation), DA Form 4714-R (Pre-induction Processing and Commissioning Data Medical, Dental, and Allied Specialists Categories), DA Form 6175-1 (Auditory Perception Test AP Army Classification Battery), and DA Form 6172-2 (Answer Sheet for Test Booklet 2, Any Classification Battery, ACB).

## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

- a. Chapters 1 through 8 prescribe Military Entrance Processing Stations (MEPS) operational policies and procedures applicable to recruiting activities of the Armed Forces and contain agency and command tasks for the operation and support of the MEPS and Military Police Reports. The primary mission of the MEPS is to—
  - (1) Examine applicants' aptitude and physical qualifications for enlistment in the Armed Forces according to the eligibility standards established by the Services.
  - (2) Enlist in the Armed Forces those applicants accepted for enlistment by the sponsoring military service.
- b. Chapter 9 prescribes policies, procedures, and functions for processing of Selective Service System (SSS) registrants.

#### **1-2. References**

Required and related publications are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

- a. The Department of Defense (DOD) Executive Agent is the United States Army Training and Doctrine Command (TRADOC). (From this point on, the DOD Executive Agent will be referred to as the Executive Agent.) TRADOC will act as the Executive Agent for DOD in all matters pertaining to receipt and distribution of dollars and certain administrative functions.
- b. Office of the Under Secretary of Defense for Personnel and Readiness, OUSD(P&R) has operational, realignment and reorganization authority.
- c. Secretaries of the Department of the Army, Air Force, and the Marine Corps and the Department of Transportation, through the Commandant, Coast Guard have the responsibility for—
  - (1) Providing military personnel to staff the MEPS. Financing of related pay and allowance costs, including permanent change of station (PCS) travel and temporary duty (TDY) travel for Service-unique purposes.
  - (2) Financing of costs for transportation, meals, and lodging of applicants and enlistees.
  - (3) Furnishing recruiting services examination and enlistment (Regular and Reserve Components, including the Delayed Entry Program (DEP)) workload projections (fiscal year and quarterly) to the Deputy Chief of Staff for Personnel (DCSPER).
  - (4) Providing the DCSPER with basic eligibility criteria for enlistment instructions used to prepare enlistment documents, assign enlistees, and distribute enlistment documents.
- d. Army installation commanders are responsible for ensuring that Headquarters (HQ) USMEPCOM and subordinate units are provided the following—

- (1) Personnel (Army and civilian only) and administrative services support (including legal and pay).
  - (2) Logistical support, except where Inter-service support is obtained from other military services, per DODI 4000.19.
- e. Commanders of Army, Air Force, Marine Corps, Coast Guard, and Reserve Component recruiting activities are responsible for—
  - (1) Ensuring that pertinent policies and procedures prescribed in this regulation are implemented uniformly.
  - (2) Providing quarterly recruiting objectives, by MEPS, assigned to subordinate commands and then to the appropriate USMEPCOM sector commander for operational planning purposes.
  - (3) Establishing and maintaining respective Service-unique computerized job reservation systems located at each MEPS.
- f. The Commander, USMEPCOM will perform the command, control, and operation functions over the sector headquarters and all MEPS as the operating agency of Headquarters, Department of the Army (HQDA). The Commander, USMEPCOM will—
  - (1) Monitor the MEPS system and provide necessary administrative support and management guidance.
  - (2) Provide professional and technical guidance to the MEPS chief medical officers.
  - (3) Perform review and analysis, develop necessary plans and programs, and submit budget requirements to the Executive Agent.
  - (4) Establish and maintain MEPS facilities at locations prescribed by OASD (FM&P). Develop facility lay-outs, space, and equipment requirements.
  - (5) Inspect all MEPS according to AR 20-1, normally once a year, or at least every 18 months, to ensure uniform compliance with established policies and procedures.
  - (6) Develop MEPS workload capabilities (testing, medical examination, and processing), staffing patterns, and personnel requirements. Publish and distribute joint tables of distribution and allowance (TDA), or change thereto, to appropriate agencies and activities.
  - (7) Establish and maintain uniform geographic servicing boundaries for MEPS processing in conjunction with recruiting service input. The Commander, USMEPCOM will have the final approval authority of boundaries.
  - (8) Design, implement and operate the necessary Automated Data Processing systems to support Department of Defense Accession Policy.
  - (9) Initiate requests, as necessary, to obtain administrative services (to include legal services) and logistical support for MEPS activities.
  - (10) Maintain liaison with commanders of the recruiting services and training commands of the armed services, Military Traffic Management Command (MTMC), Office of the Chief of Engineers (OCE), US Army Health Services Command (HSC), and US Army Communications Command (USACC). Also maintain liaison with the Chief, NGB; Administrator, General Services Administration (GSA); and Director, Office of Personnel management (OPM).

- g. Commanders of USMEPCOM sectors will exercise direct command authority over the operation of MEPS within their respective geographical areas of responsibility. They will also—
- (1) Supervise the operation of MEPS to ensure established policies and procedures are accomplished effectively and efficiently.
  - (2) Monitor MEPS personnel facilities, equipment supplies, administrative services, and logistical support requirements.
  - (3) Furnish monthly workload projections to the MEPS and monitor the flow of applicants into the MEPS for examination and enlistment.
  - (4) Maintain liaison with appropriate counterpart service recruiting commanders/directors, State adjutants general, SSS Regional directors, and directors of local OPM regions to ensure maximum cooperation in connection with MEPS matters of mutual concern.

## Chapter 2

### Functions of Military Entrance Processing Station and Recruiting Activities

#### 2-1. Military Entrance Processing Station functions

The functions of the MEPS are to—

- a. Provide aptitude testing and medical examinations to applicants for enlistment in the military services, including the Reserve Components and the United States Coast Guard. Provide testing and examination results to the sponsoring service to identify applicants who meet the service enlistment eligibility standards.
- b. Enlist applicants accepted by the sponsoring military service.
- c. Conduct quality review of enlistment documents prepared by MEPS, and interview applicants for the purpose of assisting recruiting services in the prevention of fraudulent-entry into the Armed Services.
- d. Prepare [DD Form 4/1](#), [4/2](#) and [4/3](#) series, (Enlistment/Reenlistment Document Armed Forces of the United States) according to instructions from the Commander USMEPCOM. Complete items 3 through 10 and 12 of [DD Form 1966](#) series (Record of Military Processing-Armed Forces of the United States) regarding acknowledgment of Service obligation according to the instructions from the Commander, USMEPCOM.
- e. Forward Entrance National Agency Check/National Agency Check (ENT-NAC/NAC) requests (both automated and manual) for fingerprint applicants to the Defense Investigative Service (DIS).
- f. Prepare [DD Form 93](#) (Record of Emergency Data), except for Coast Guard. For Coast Guard use CG Form 4113 (Record of Emergency Data).
- g. Prepare order for travel of enlistees to initial training reception activities or other duty stations designated by the sponsoring Service.
- h. Publish initial active duty for training (IADT) or active duty for training (ADT) orders for Reserve Component personnel when requested by the respective Service.
- i. Distribute enlistment documents according to instructions contained in personnel procurement directives issued by the sponsoring Service.
- j. Arrange transportation for enlistees to local transportation terminals and onward movement to stations designated by the sponsoring Service.
- k. Conduct enlistment qualification testing at sites outside the MEPS (MET sites) according to policies and procedures prescribed in this publication and by the Commander, USMEPCOM.
- l. Provide arrangements for lodging, meals, and local transportation if applicable, for applicants and enlistees while they are undergoing processing at the MEPS. If it is necessary to procure these services from commercial facilities, such procurement will be accomplished only through the supporting contracting offices. Contracting officers will accomplish the procurement according to the appropriate Defense acquisition regulation.
- m. Maintain accountability of services rendered by contractors and vendors, and submit payment according to procedures established by the Commander, USMEPCOM.

- n. Conduct medical examinations of individuals not included in the MEPS programmed workload upon request from an Armed Service or other Federal activity. These examinations will not adversely affect the accomplishment of the primary mission. The sponsoring activity will obtain parental or guardian consent to the medical examination if required (see para 3-10). The examinations will be scheduled in advance through coordination with the MEPS. Costs incident to the medical examination, including specialty consultations and laboratory evaluations ordered by the MEPS physician, will be paid from USMEPCOM operating funds on a non-reimbursable basis, unless reimbursement provisions are specified.
- o. Ensure complete, timely, and accurate preparation, collection, and transmission of the individuals examination and enlistment records and related data according to the procedures established by the Commander, USMEPCOM.
- p. Conduct orientation briefings concerning the operation of MEPS for recruiting personnel as appropriate.
- q. Conduct testing with the Armed Services Vocational Aptitude Battery (ASVAB) according to AR 601-222/AFJ 36-2016/MCO 1130.52/CG COMDTINST 1130.13A.
- r. Perform informal accounting for appropriated funds, develop financial plans and programs, conduct financial review and analysis, and conduct management analysis to maximize operational efficiency in terms of funding resources.
- s. Conduct screening tests for Human Immunodeficiency virus Antibody as directed by the Secretary, Department of Defense.
- t. Conduct screening tests for alcohol and other drug dependence for Army and Air Force applicants, as well as other applicants upon request of Services.
- u. Ensure that applicants, registrants and enlistees receive, when necessary, medical attention for injuries or acute illnesses occurring at the MEPS, contract facilities, Mobile Examining Team (MET) sites or while under control of MEPS according to the USMEPCOM regulation.

## **2-2. Recruiting activity functions**

The functions of local area recruiting activities are—

- a. Schedule applicants on a daily basis for medical examination, testing, enlistment, meals, and lodging. Ensure that the projected schedule commits the MEPS to steady workload demands.
- b. Conduct preliminary screening of applicants to ensure that those who are obviously physically unfit for military service (such as current history of epilepsy or diabetes), ineligible for ASVAB testing or re-testing, or are non-English speaking are not scheduled for an examination.
- c. Ensure that applicants have been properly identified and possess a valid social security number (SSN) before reporting to the MEPS or MET site for testing or examination.
- d. Obtain parental or legal guardian consent for the medical examination of minors (para 3-10).
- e. Arrange necessary transportation for applicants to the MEPS (or place of lodging when appropriate) or remote MET site and for return to their residence when applicable. During mobilization, the procedures outlined in chapter 9 apply.

- f. Explain procedures that must be followed to receive meals and lodging at the contract facility. Explain rules of conduct expected of applicants during their stay at contract lodging facilities, and provide each applicant with lodging information. The recruiting service will ensure that a copy of the information is included in the packet sent to the MEPS; advise applicants of the services available at the lodging facility, including those for which a fee is chargeable to them; and explain the provisions of paragraph 3-9.
- g. Stress to applicants the importance of reporting for examination on schedule in a rested condition and in appropriate dress (para 3-6).
- h. Identify applicants who require special examinations or testing necessary to determine qualification for specific enlistment programs. Furnish the name of the test site location and the date testing occurred when applicants have been previously tested on the student or enlistment ASVAB. Identify prior-service applicants and specify medical fitness standards to be applied.
- i. Determine the eligibility of applicants for particular Service programs, including enlistment grade or rank, according to the Service personnel procurement directives.
- j. Ensure applicants and enlistees with military training or school start date commitments are sent to the MEPS for shipment in a timely manner.
- k. Furnish all applicable data necessary for preparation of assignment, travel, and active duty orders for applicants scheduled to enlist.
- l. Maintain enlistment documents pertaining to members of the U.S. Army Reserve Alternate Training Program (U.S. Army Recruiting Command only).
- m. Forward necessary Service-unique forms and documents in sufficient copies to the MEPS for distribution according to the Service personnel procurement directives.
- n. Support the institutional testing program prescribed in AR 601-222/AFJI 36-2016/MCO 1130.S2/CG COMDTINST 1130.13A.
- o. Assume responsibility for applicants/enlistees who, as a result of misconduct, medical emergency, family problem/emergency, legal problem, or any other problems not a direct result of MEPS processing, cannot continue processing or are delayed from shipping to their active duty station.
- p. Conduct officer direct commissioning program.

## Chapter 3

### Operational Guidance

#### 3-1. Military Entrance Processing Station operations

MEPS will operate on a 5-day workweek, excluding Federal holidays. Upon request of one or more of the recruiting services through the Inter-service Recruitment Committee (IRC), Commander USMEPCOM may authorize the operation of MEPS on Saturdays. This will be dependent on mission requirements and funds available in coordination with the SJRCC. MEPS will not open during 3-day Federal holiday weekends.

#### 3-2. Inter-service Recruitment Committee

The Inter-service Recruitment Committee (IRC) serves as the coordinating body through which harmonious relationships between local recruiting organizations and MEPS are maintained. The IRC will serve as a forum for the coordination discussion, and resolution of areas of mutual concern; however, it does not have the authority to make operational decisions for the MEPS.

- a. *Committee functions.* The IRC considers all matters of mutual interest affecting the accomplishment of the recruiting mission and the MEPS service, to include—
  - (1) Coordination of all aspects of the Armed Services Student Testing Program, according to AR 601-222/AFJI 362016/MCO 1130.52.
  - (2) Dissemination of MEPS policies and procedures concerning enlistment qualification testing and the medical and administrative processing of applicants.
  - (3) Establishment of processing quotas, when required, and applicant projection requirements for the MEPS and MET sites. Reserve Components whose recruiting service is separate from their Active Component will be entitled to a percentage of MEPS processing seats consistent with their percentage of total projected accessions for their respective Service. Processing seats not reserved may be used by either an Active or a Reserve Component on an as-needed basis.
  - (4) Exploration of procedures for more efficient processing that would provide better service to the recruiting services.
  - (5) Exchange of data on projections, no-shows, walk-ins, examination reject rates, pre-enlistment interview disclosures, recruiting production status and retest request, for the purpose of improving applicant processing procedures.
  - (6) Establishment of working level and ad hoc subcommittees, as required.
  - (7) Coordination of liaison activities with local and State educational officials, as required.
- b. *Committee's composition.* The IRC is composed of commanders of the Army Recruiting Battalion, Marine Corps Recruiting Station, Air Force Recruiting Squadron, MEPS and Recruiter-In-Charge of the Coast Guard Recruiting Office or Recruiting Detachment. All Reserve Components will be invited to IRC meetings as observers. The chair should be rotated on an annual basis among the voting members of the IRC.



- c. *Convening frequency.* The IRC will formally convene not less than quarterly with more frequent meetings encouraged as necessary. Committee representatives of any military service can call a meeting of the committee at any time, consistent with prudent judgement and the availability of Service representatives. The minutes of each IRC meeting will be recorded and distributed within 10 working days to each voting and nonvoting IRC member and each member of the appropriate Midlevel Inter-service Recruitment Committee (MIRC).
- d. *Duties of the IRC chairperson.* The chairperson's duties include—
  - (1) Coordination of dates and locations for meetings as agreed upon by members.
  - (2) Establishment of the meeting agenda and schedule from input provided by members and representatives.
  - (3) Initiation of invitations, to appropriate organizations and individuals involved in any aspect of recruiting or MEPS matters, to attend meetings.
  - (4) Preparation and distribution of IRC minutes.
- e. *Voting.* The IRC is ruled by majority vote. When practicable, the recruiting Service commander and the MEPS commander will attend IRC meetings. Each recruiting Service member has one vote on matters before the committee. The MEPS commander is a nonvoting member. Reserve Components are nonvoting members and are represented during voting by their active service counterparts. Approval of the MEPS commander must be obtained on those matters concerning MEPS resources, capabilities, or mission. A dissenting Service may forward the issue to the MIRC.
- f. *Resolution of disagreements in the IRC.* The IRC provides commanders of recruiting and processing activities a forum to raise and resolve issues affecting accomplishment of the recruiting mission and MEPS processing. It is expected that such issues will be resolved locally by direct coordination. When satisfactory resolution is not possible, referral to the MIRC is appropriate. However, the IRC concept is not intended to abridge any commander's function and authority to accomplish assigned missions. If agreement cannot be reached by the IRC the military service that introduced the issue will document the committee action and forward the issue to the MIRC for resolution. Issues which cannot be resolved by the MIRC will be referred through HQ, USMEPCOM, ATTN: MOP to the Senior Joint Recruitment Commanders Committee (SJRCC) for resolution.

### **3-3. Midlevel Inter-service Recruitment Committee**

The Midlevel Inter-service Recruitment Committee (MIRC) provides interface between the functions of recruiting and processing above that of the local operational level. The objective of the MIRC is to improve the working relationships among members and to enhance the quality of MEPS support for the Recruiting Services. The MIRC provides a continuing means of resolving those problems of policy implementation, coordination and standardization within the assigned geographic boundaries of MIRC members.

- a. *Committee functions.* The MIRC will consider all matters of mutual interest affecting the accomplishment of the recruiting mission and the MEPS service, to include—
  - (1) Coordination of MEPS support requirement for the recruiting Services located within the geographical boundary of each USMEPCOM sector.
  - (2) Exchange of recruiting and MEPS-related information of mutual interest.

- (3) Resolving issues that could not be satisfactorily resolved at the local IRC operational level.
- b. *Committee's composition.* The MIRC is composed of USMEPCOM sector commanders and commanders of Army Recruiting Brigades, Air Force groups, Marine Corps district and Coast Guard Regional Recruiting Command recruiting services. In addition, the following will be invited to attend and participate— equivalent level commanders of Reserve; Recruiting and Retention Advisory Committee (ARNG); Chief, Air National Guard Recruiting and Retention Branch, ANGRC; and Coast Guard recruiting service personnel. The respective sector commander will be the chair. The MIRC is normally organized along the geographical boundaries of the USMEPCOM sectors and will be identified by the sector designation i.e. Eastern Sector. Because of disparate boundaries, membership in more than one committee on the part of recruiting commanders may be required, and further subdivision is authorized to accommodate peculiar situations.
- c. *Duties of the MIRC chairperson.* The chairperson's duties include—
  - (1) Coordination of dates and locations of meetings as agreed upon by members.
  - (2) Establishment of the meeting agenda and schedule from input provided by members and representatives.
  - (3) Initiation of invitations, to appropriate organization and individuals involved in any aspect of recruiting of MEPS matters, to attend meetings.
  - (4) Preparation and distribution of MIRC minutes to committee members and HQ USMEPCOM, ATTN: MOP.
- d. *Convening frequency.* The MIRC will formally convene at least twice annually with more frequent meetings encouraged. Committee representatives of any military service can call a meeting of the committee at any time consistent with prudent judgement and the availability of the Service representatives. Committees are encouraged to rotate locations of meetings with the Services acting as hosts in their respective areas or in third-party locations such as training centers. The Service that hosts the MIRC meeting must provide clerical assistance for recording minutes of the meeting.
- e. *Voting.* The MIRC is ruled by majority vote. When practicable, the commander from each recruiting Service and USMEPCOM sector will attend the meetings. Each will have one vote on matters before the committee. When more than one recruiting Service representative is a member, the senior officer present from that service will provide the vote for that Service. National Guard and Reserve representatives will be nonvoting members and represented during voting by their active Service counterparts. Approval of the sector commander must be obtained in those matters concerning MEPS resources, capabilities, or mission.
- f. *Resolution of disagreements.* In cases where agreement cannot be reached by the MIRC, Service dissents may be forwarded through HQ USMEPCOM, ATTN: MOP to the SJRCC for resolution according to paragraph 3-2f.
- g. *Information products.* Sector commanders will keep voting and nonvoting MIRC members abreast of MEPS matters through the transmittal of management data and operational policies, as required.

#### **3-4. Senior Joint Recruitment Commanders Committee**

The Senior Joint Recruitment Commanders Committee (SJRCC) provides interface between the functions of recruiting and processing at the command level.

- a. *Committee functions.* The SJRCC will consider all matters of mutual interest affecting the accomplishment of the recruiting and USMEPCOM missions. Issues which cannot be satisfactorily resolved at the MIRC level will be acted upon by the SJRCC.
- b. *Committee composition.* The committee will consist of the commanders of the recruiting Services and Commander, USMEPCOM.

### **3-5. Scheduling of applicants.**

Applicants will be scheduled for processing, on a name and SSN basis, according to procedures established by HQ USMEPCOM and in coordination with the IRC and local MEPS procedures. Examining and/or enlistment requirements and time of arrival will be furnished for each applicant by the appropriate Recruiting service.

### **3-6. Applicant clothing standards**

Applicants being processed at the MEPS will be dressed in a manner decided by the IRC. Applicants undergoing a medical examination or medical inspection will be required to wear underclothing (shorts for males and brassieres and underpants for females).

### **3-7. Mobile Examining Team site projections**

Projections by name, SSN, or number may be required, dependent upon local MEPS standing operating procedures (SOPS) in conjunction with the IRC. At the Mobile Examining Team (MET) sites not requiring projections, notification by the recruiting Services to the MEPS will be made only when there will be no applicants for a specific session, or when the site capacity or 25:1 examiner/proctor ratio will be exceeded. Notification will be made to the MEPS no later than 1200 hours on the day prior to the session in question. For OPM-administered MET sites, the MEPS will notify OPM at a time determined by mutual agreement, on the day prior to canceled sessions.

### **3-8. Conduct of recruiting activities within the Military Entrance Processing Stations**

Engagement in recruiting interviews with applicants is not authorized within the MEPS, meal and lodging facilities, MET sites, or during school testing. Recruiting activity may be conducted only in respective Service guidance counselor or liaison offices.

### **3-9. Examination of applicants**

Policies, functions, and procedures for the enlistment qualification testing and medical examination of applicants for enlistment, and related matters, are in chapters 7 and 8. Enlistment qualification testing or medical examination of an applicant without an SSN is not authorized. Testing or processing applicants for enlistment when they are in an intoxicated condition (alcohol or drugs) is not authorized. Enlistment of applicants who have become liable to a contract facility for services rendered or loss or damage incurred while in an applicant status will be suspended for a reasonable time to permit the facility management representative to pursue the matter with the applicant concerned. However, the MEPS commander has no authority to adjudicate a dispute between an applicant and the contract facility as to the applicant's pecuniary liability for alleged services, property damage or loss. Any such applicant will be returned to the appropriate recruiting service for a determination of eligibility for enlistment.

### 3-10. Processing of minors

- a. A minor is an unmarried or emancipated applicant under 18 years of age. The majority age for examiners who are not applicants for enlistment (Peace Corps, Job Corps, and so on) will be determined by the law of the State in which the examination occurs.
- b. Written consent to a medical examination (completion of Section VII of [DD Form 1966](#) series) by the parents or guardians of examinees who are minors is required. When applicable, a minor may attest that "I have neither living parent(s) nor other guardian entitled to my custody and control" in item 38 of [DD Form 1966](#) series. A commissioned officer will also attest (in item 38 of [DD Form 1966](#) series) that "the applicant has met the burden of showing that neither parental nor guardian custody/control exists". This attestation will not be delegated.

### 3-11. Public affairs

- a. *General.* Examining and processing records accomplished or prepared at MEPS contain privileged information and, therefore, will only be released to authorized personnel according to the Privacy Act of 1974 (sect 522a, title 5, United States Code (USC)). The use of Government facilities and personnel for the purpose of compiling materials for use by commercial enterprises is prohibited.
- b. *News media interviews and/or photographs.* Interviews with or photography of applicants and enlistees by news communications media are encouraged, provided—
  - (1) All media visits are coordinated with and approved by the MEPS commander.
  - (2) Applicants and enlistees fully understand they are not obligated to talk with media representatives but may volunteer to do so. All applicants and enlistees interviewed or prominently visually featured must have completed a release consent form prior to the activity. The consent form will be maintained in the MEPS media file. Minors will not be interviewed.
  - (3) News media will be instructed that the views expressed by the applicants or enlistees are their personal views and opinions and are not endorsed by any military service, USMEPCOM, or DOD.
  - (4) MEPS personnel will not be interviewed by news media without the consent of the MEPS commander. All media visits should be coordinated with HQ USMEPCOM Public Affairs. Media queries may be answered by the MEPS commander, if within the MEPS purview, or referred to HQ USMEPCOM Public Affairs Officer.
  - (5) Interviews and photographs will not be conducted while applicants (or enlistees) are actually engaged in medical examination and enlistment qualification testing. Simulation of medical examination and enlistment qualification testing may be made, with the MEPS commander's permission, provided that all photographs will be in good taste. For example, a blood draw simulation should not show the applicant's face or other distinguishing characteristics.
  - (6) Photographs of applicants will reflect personal dignity and decorum. News media representatives will not normally be permitted to photograph, film, or video tape an actual enlistment ceremony. However, MEPS commanders may approve exceptions, provided the photography does not disturb the conduct of the ceremony or reduce its dignity.

- c. *Visitors to MEPS.* The general public, especially relatives and friends to applicants for enlistment, are encouraged to visit MEPS. They will not be permitted to visit processing and examining sections while in active operation. Visitors will be invited to witness the oath of enlistment ceremony and photograph a simulated ceremony. If a private ceremony has already been approved, the actual ceremony may be photographed.

### **3-12. Requisition of Forms**

*Army, Air Force, and Marines.* Requisition and distribution of blank Department of Defense (DOD), Department of the Army (DA), and Standard Forms (SF) will be made according to AR 25-30 and DA Pam 25-30, Section I. Requisitions for necessary forms issued by the Department of Air Force and Headquarters Marine Corps will be submitted according to AR 25-30. Recruiting Services may requisition forms from their supporting MEPS.

### **3-13. Maintenance and disposition of files**

MEPS files will be maintained and disposed according to AR 25-400-2 and AFMAM 37-139. Documents relating to the examination of individuals will be maintained in the MEPS examination files located in a restricted access room. Access to the files room will be restricted to MEPS personnel on a "need-to-know" basis, as determined by the MEPS commander in writings and must be posted at the files room entrance.

### **3-14. Release of information to Federal or State agencies**

DOD and other Federal agencies have reciprocal working relationships, whereby persons not qualified for military service may be referred to Federal or State agencies for training, schooling, employment or rehabilitation opportunities. The MEPS will furnish medical results and enlistment qualification test scores when recruiting Services request these scores for their referral purposes. The responsibility for obtaining consent from the applicant to release medical results and/or enlistment qualification scores rests with the sponsoring recruiting service.

### **3-15. Examination of non-English speaking applicants**

Applicants for enlistment must comprehend English well enough to complete processing requirements. Applicants identified during ASVAB verification testing interviews, enlistment qualification testing, medical processing or MEPS pre-enlistment interviews as non-English speaking, will be referred to the section chief available (testing, medical, or operations officer) for evaluation. If indicated, a recommendation for the termination of processing will be submitted to the MEPS commander. If processing is terminated by the MEPS commander (or operation officer or test control officer), the notation "non-English speaking applicant RBJ after 90 days will be recorded in the ASVAB score record, SF FORM 88 (Report of Medical Examination), and [DD Form 1966](#) Series, as appropriate and the applicant will be returned to the sponsoring Service. Further enlistment processing will require a waiver of MEPS examination and/or interview requirements contained in this regulation. Waiver must be obtained through recruiting channels from the appropriate Military Department.

## **Chapter 4 Personnel**

### **4-1. General**

- a. Administration of MEPS personnel will be governed by pertinent laws and regulations of the Service in which they are members. Command control includes the authority and direction necessary for effective and efficient accomplishment of assigned functions.
- b. Performance evaluation reports will be prepared according to directives issued by the respective Services. Rating schemes will be published as directed by Commander, USMEPCOM.
- c. Military justice for military personnel in USMEPCOM will be administered according to applicable service and DOD directives.

### **4-2. Staffing**

MEPS will be staffed by military personnel of the Armed Services, the US Coast Guard, and civilian employees provided by the Department of the Army, according to DOD Directive 1145.2.

### **4-3. Assignment qualifications**

Assignment qualifications for officer and enlisted personnel are listed in appendix D.

### **4-4. Relief of unsatisfactory personnel**

- a. Military personnel assigned or attached to USMEPCOM whose personal conduct merits disciplinary action, or who are derelict in performance of duty, will be considered for expeditious relief or reassignment from USMEPCOM.
- b. Procedures for relief of unsatisfactory personnel are listed below.
  - (1) MEPS commanders will—
    - (a) Initiate requests for relief according to service regulations and USMEPCOM policy.
    - (b) Inform the individual in writing of the contemplated relief action. If the relief is based upon a report of investigation or other written statements, furnish copies to the service member.
    - (c) Permit sufficient time, usually not more than 10 days, for the service member to rebut any comments or allegations. A negative reply will be required.
    - (d) In the case of Marine Corps personnel, submit special fitness/evaluation reports according to service regulations.
    - (e) Prepare a letter to the sector headquarters with detailed statement of the circumstances leading to the request, including specific and typical instances of inadequate performances or a specific detailed description of a single significant event that precipitated the request. Also include a statement describing efforts taken to rehabilitate the individual. Provide a letter of notification to the individual as well as the individual's reply. Forward the request to the sector headquarters.
  - (2) Sector commanders will—
    - (a) Ascertain that the relief action is prepared according to this regulation and is administratively correct.

- (b) Make a recommendation on the request pertaining to Marine Corps personnel, approve or disapprove the request on Army and Air Force Personnel.
  - (c) Forward the relief action request to HQ USMEPCOM,ATTN: MHR no later than 48 hours after receipt of the administrative review.
- (3) The Commander, USMEPCOM will—
  - (a) Forward the request to the appropriate service.
  - (b) Request immediate reassignment of the relieved individual.
  - (c) Requisition a replacement when required.
- (4) The service headquarters will assign a replacement expeditiously after notification of a relief action.

## **Chapter 5**

### **Facilities**

#### **5-1. General**

The Executive Agent will plan for, program, and provide facilities for USMEPCOM. Requests for office space in MEPS facilities from non-MEPS activities will be submitted, through normal command channels of the Service concerned, to the Executive Agent for consideration. Proposed relocation of MEPS by the GSA will be coordinated by the appropriate district engineer with HQ USMEPCOM.

#### **5-2. Functions**

The Commander, USMEPCOM, in conjunction with the HQDA office of Engineers and GSA, will—

- a. Establish space requirements and construction criteria for MEPS. Layouts will be furnished to GSA for coordination for leased facility and Federal buildings. Submit to Corps of Engineers for military sites.
- b. Develop facility layout designs, as necessary, for all MEPS. Layouts will be furnished to General Services Administration (GSA) and/or Corps of Engineers engineering office for implementation of design and construction.
- c. Develop the military construction Army (MCA) program regarding new facilities. Such military construction will be coordinated according to existing service regulations and forwarded to the U.S. Army Corps of Engineers.
- d. Develop annual work plan to execute repair, maintenance and alterations program in support of the MEPS.
- e. Provide office space, basic office equipment and the common use of expendable supplies to Service liaison and guidance counselors physically collocated in the MEPS. Copier equipment will be procured by USMEPCOM for MEPS use and for shared use by Service liaisons and counselors physically located at each MEPS. Acquisition for copier equipment will be based on the combined copier volume generated by the MEPS and Service liaisons and counselors. The copier size acquired will be based on actual workload and will be exclusively provided by and accounted for by HQ USMEPCOM using guidelines prescribed in AR 25-30. Equipment will not be acquired for exclusive use by any one activity within the MEPS. Copiers will be located throughout the MEPS for easy access by all users as determined by the MEPS commander. No special or Service-unique material will be provided. Common furniture, other than that provided by the MEPS, is not authorized.
- f. Submit requests for necessary relocation of MEPS to the District Engineer, Army Corps of Engineers. Relocation of MEPS from one area to another and establishment or closure of any MEPS requires the prior approval of OASD (FM&P).

#### **5-3. Standards**

The following standards will be used in providing adequate facilities for the MEPS—

- a. MEPS will be designed and built according to the latest USMEPCOM space allocation standard requirements. At a minimum, the facility will meet mission requirements for administrative, operational, medical, testing, and recruiter liaison functions to include safety and security considerations.



- b. Building architectural layout and finishes will be of a high quality, professionally designed nature. Current industry standards for commercial office and medical facilities will be used. When such standards are in conflict with applicable Army, DOD, or GSA regulations, Federal specifications will govern.

#### **5-4. Meals and lodging**

- a. HQ USMEPCOM will establish policies, procedures, specifications, and standards for requesting negotiation of meals and lodging contracts according to USMEPCOM Regulation 715-3.
- b. Provisions for meals and lodging of applicants and enlistees while at the MEPS, and undergoing processing or waiting shipment after enlistment, will be made on a contract basis, except to the extent that in house lodging and dining facilities are available that do not require the services or products of a commercial firm.

#### **5-5. MET site facilities**

Facilities for the aptitude testing of applicants outside of the MEPS will be designated by the MEPS commander through coordination with voting and nonvoting members of the IRC and according to procedures prescribed by HQ USMEPCOM. The function for locating, identifying, and coordinating the use of facilities outside the MEPS will be shared by all members of the IRC. Prescribed procedures (chap 7) for the administration and protection of enlistment qualification tests will be strictly followed. Provisions for travel of applicants while traveling to and from MET sites are the responsibility of the recruiting Services. The responsibility includes the issuance of DD Form 652 (Meal Ticket) when appropriate.

#### **5-6. Testing facilities**

The following standards will be used in providing adequate facilities and equipment for the testing of applicants for enlistment. Testing rooms will—

- a. Have suitable desks or tables and chairs for examiners. Writing surfaces will be flat and smooth. The space allotted to each individual must be wide enough to accommodate a test booklet and a separated answer sheet. Chairs with writing arms are not considered adequate for this purpose.
- b. Be free from distracting noises, properly illuminated, adequately ventilated, and maintained at a comfortable temperature.
- c. Have a raised platform or rostrum for the test administrator so he or she can see and be seen by all examiners. An exception to this requirement may be granted when there is assurance that the test administrator can see and be seen by all examiners.
- d. Be furnished interval timers. The timers will be checked frequently for accuracy.

## **Chapter 6**

### **Operating Procedures**

#### **6-1. General**

Plans for the efficient and orderly conduct of processing workloads, daily hire of fee-basis physicians when needed, and meals, lodging, and transportation arrangements will be established based on the projections for examination and enlistment requirements furnished by the recruiting Service. Consideration must be given to the overall workload requirements and arrival schedules. The recruiting Services should make every effort to meet their projections. Processing of nonprojected individuals will be at the discretion of MEPS commander.

#### **6-2. Operating functions for MEPS commanders**

MEPS commanders—

- a. Supervise the total MEPS processing system, to include the preparation and distribution of enlistment documents, forms, and military orders.
- b. Establish procedures for the reception of applicants and ensure adherence to these procedures.
- c. Establish and enforce procedures for safeguarding examination files and ensure access to these files is limited to authorized personnel
- d. Provide applicant examination results to sponsoring recruiting Service.
- e. Ensure a commissioned officer/warrant officer administers the Oath of Enlistment and signs the [DD Form 4/1](#), 4/2 and 4/3 series.
- f. Ensure arrangements are made for the movement of enlistees from MEPS to reception or initial duty stations designated by the sponsoring Service.
- g. Monitor examination, enlistment, and operational data and transmit to the Services according to MEPRS procedures.

#### **6-3. Applicant transportation**

- a. The sponsoring Service functions include;
  - (1) Financing all costs incident to transportation and messing between the applicant's or enlistee's home and MEPS.
  - (2) Providing necessary transportation between the arrival terminal and lodging facility or the MEPS, unless provided by contract lodging facility.
  - (3) Providing round-trip transportation for those applicants sent to the MEPS for enlistment into the DEP or Reserve Components.
  - (4) Providing return transportation to the point of initial acceptance for applicants found disqualified for military service and those who are qualified but not enlisted.
  - (5) Providing transportation between the applicant's home, and MEPS when the medical consultation is required but, cannot be performed on the same day as the medical examination and the applicant cannot be held over and receive the consultation the following day.
- b. MEPS will furnish local transportation incident to the processing of applicants on a non-reimbursable basis as follows—
  - (1) Between lodging and dining facilities and the MEPS.

- (2) Between the MEPS and facility utilized for medical consultation.
- c. Eligible prior-service enlistees contemplating shipment of household goods, mobile homes, or privately owned automobiles will be referred by the sponsoring Service to the transportation office of the supporting military installation or initial active duty station.
- d. If an enlistee absents himself or herself from the MEPS without authority prior to shipment or fails to appear for the departure of the enlistee's transportation the MEPS will notify the recruiting Service and the projected unit of assignment. Initiation of disciplinary, separations or apprehension action, if appropriate is not a function of the MEPS but of the initial receiving activity.

#### **6-4. Entrance National Agency Check (ENTNAC), National Agency Check (NAC)**

- a. Recruiting activities have the function for the preparation of the SF FORM 86 (Questionnaire for National Security Positions) and recording personal data on DD Form 2280 (Armed Forces Fingerprint Card) or FORM 258, (FBI Applicant Fingerprint Card) as applicable.
- b. MEPS has the function to—
  - (1) Complete DD Form 2280 or FORM 258, as appropriate (such as for fingerprinting requirements). If the forms are rendered not usable, MEPS personnel will re-accomplish the recording of personal data on the form.
  - (2) Forward, by the end of each workday, [SF FORM 86](#) (original copy) and DD Form 2280 or FORM 258, as appropriate to the Defense Investigative Service (DIS) NAC Center. Remaining copies of SF FORM 86 will be distributed according to Service directives.
  - (3) Forward manual and automated ENTNACs to DIS.

#### **6-5. MEPS pre-enlistment interview**

MEPS will interview applicants (before the oath of Enlistment is administered) for the purpose of assisting recruiting activities in preventing fraudulent entry into the armed services. Any additional information obtained from applicants which may have a bearing on their qualifications for military service will be furnished to the appropriate MEPS officer and/or sponsoring recruiting Service for resolution. Specific interview requirements and procedures will be established by the Commander, USMEPCOM, in coordination with recruiting Service commanders.

#### **6-6. Oath of Enlistment**

- a. The Oath of Enlistment will be administered in an auspicious, dignified ceremony, conducted only in the English language by the enlisting officer. Provisions for administrative discharge due to fraudulent entry and the general meaning of the Uniform Code of Military Justice (UCMJ) article 83 (Fraudulent Entry), 85 (Desertion), and 86 (Absent without leave) will be explained before the ceremony. Provisions of 10 USC 502 require that the Oath of Enlistment be administered by a commissioned officer/commissioned warrant officer; no exceptions to this statutory requirement can be granted. Each person will be advised that he or she has the option to swear or affirm and that the words "so help me God" may be omitted.

- b. Applicants will not be permitted to sign the [DD Form 4/1](#), 4/2 and 4/3 (Enlistment Agreement) prior to the oral administration of the oath. The Enlistment Agreement is legally binding after the oath has been taken, notwithstanding the applicant's failure to sign. If the applicant refuses to sign the Enlistment Agreement after administration of the Oath of Enlistment, the enlisting officer will so note on the Enlistment Agreement and return the applicant to the sponsoring recruiting Service where the matter will be resolved according to recruiting Service policies.

#### **6-7. Enlistment and travel orders**

The recruiting Services provide MEPS with the necessary information required for the preparation of enlistment, travel, and active duty orders. For all non prior-service applicants, MEPS will use a standardized orders format prescribed by the Commander, USMEPCOM. Orders and amendments to orders for prior-service enlistees will be prepared according to appropriate Service directive.

#### **6-8. Movement of enlistees**

- a. Policy and procedures for the movement of personnel are contained in the AR 55-355/AFJI 24-211/MCO P4600.14/DLAR 4500.3. The recruiting Services provide for the proper scheduling of individuals for MEPS enlistment and active duty processing so the individuals' movement to training installations is accomplished in a timely manner; that is, considering passenger standing route orders (PSRO), reception processing, and training and school start schedules.
- b. Generally, PSROs issued by MTMC, in coordination with each MEPS, will govern the travel of enlistees to initial duty stations. The PSRO prescribes the mode of transportation, carrier, time, and route for repeated travel between two points. The following principles are applicable in establishing and executing a PSRO:
  - (1) Enlistee travel will not be scheduled to begin at the origin or end at the destination between 2400 and 0600 hours. PSROs will be arranged for the enlistees so that any wait at a transportation terminal will not exceed 3 hours, wherever possible.
  - (2) The mode of transportation specified in the PSRO will be the most economical among the available routings and within the time constraints in (1) above. The cost of delay in commencing travel (including meals, lodging, lost productive time, and necessary expenses en route) are factors to be added to the basic fare in comparing the economy of various modes.
  - (3) Enlistees traveling overnight by rail will be provided sleeping accommodations. Overnight travel by air or bus will not be used without authorization from HQ USMEPCOM or the Executive Agent. However, local problems which arise during processing remain the prerogative of the MEPS commander to solve on a temporary basis.

#### **6-9. Prior service and officer applicants**

Wherever possible, prior service and officer applicants will be given priority processing.

## **Chapter 7**

### **Enlistment Qualification Testing**

#### **7-1. Purpose of testing**

- a. ASVAB testing is to provide an applicant's sponsoring service with aptitude test results. The sponsoring service will then determine the applicant's eligibility for enlistment.
- b. Enlistment qualification tests will not be administered to applicants who are otherwise ineligible for enlistment. The sponsoring service is required to ensure that the applicant is eligible for enlistment processing (to include testing). USMEPCOM Form 714A (Request for Examination) is required to authorize the applicant's enlistment qualification testing or re-testing. Accuracy of the data elements on the form is the responsibility of the applicant and the recruiter. The ASVAB will not be administered to any applicant unless a fully completed and signed USMEPCOM Form 714A is presented prior to testing. USMEPCOM Forms 714A are available at the MEPS and from HQ USMEPCOM, ATTN: MIM, 2500 Green Bay Road, North Chicago, IL 60064-3094.

#### **7-2. Testing policy**

The ASVAB is administered in two modes, enlistment and student. The enlistment ASVAB is used solely for the testing of individuals specifically applying for enlistment. The enlistment testing program takes precedence over all other testing programs. The student ASVAB is administered in educational institutions, in support of the Department of Defense (DOD) student Testing Program and the results for high school juniors/seniors and above may be used for enlistment. Testing in educational institutions with the enlistment ASVAB is prohibited. Likewise, testing of persons in an applicant status with the student ASVAB is prohibited. In addition to the ASVAB, there are certain special purpose tests authorized to be administered by MEPS personnel (app C). (Special purpose testing will not be scheduled or conducted in such a manner to impair the enlistment or student testing missions.)

- a. Testing of applicants for enlistment with the ASVAB, by other than MEPS-designated personnel is not authorized in those areas serviced by USMEPCOM subordinate activities, except as noted in paragraph 7-5.
- b. ASVAB scores are valid for enlistment purposes, including the Delayed Entry Program (DEP) for 2 years from the date of test administrations. In all cases the most recent valid ASVAB will be the score of record for enlistment purposes. In cases where applicants are tested by another agency (i.e., overseas testing) and processed through a MEPS, written certification of the test results will be sent directly from the testing agency to the processing MEPS (See para 7-5). Personnel in the DEP will not test with the ASVAB.
- c. Applicants desiring to take the enlistment ASVAB will be required to provide photographic identification, e.g., drivers license, student identification card, military dependent ID card, passport, etc., to the test administrator (TA) prior to testing. Those individuals without such identification will be required to have their right thumb print imprinted on the USMEPCOM 714A. Applicants without a photograph identification and who refuse to be thumbprinted will be denied the opportunity to test. In any case, during the course of processing, the applicant signatures will be compared to ensure proper applicant identifications.

- d. All services will consider the first ASVAB administered as the initial test of an applicant, regardless of the mode used or the service for which application for enlistment is made. (NOTE: This excludes student tests administered to those in the tenth grade-or lower.) Any subsequent testing with the ASVAB within 2 years of any previous test will be considered a retest (see 7-3).
- e. An applicant who has answered at least one question on the ASVAB is considered to have tested, in terms of eligibility for retest.
- f. Testing of an individual who, in the judgment of the test administrator appears to be under the influence of alcohol or other drugs is not authorized.
- g. Under normal circumstance applicant test results will only be provided to the sponsoring recruiting service. At MET sites, only sum of standard unverified Armed Forces Qualification Test (AFQT) scores may be released to the sponsoring recruiting service.
- h. Applicants detected receiving or using unauthorized assistance (crib sheets, talking during the test, etc.) or using other devious means (such as working on a portion of the test other than the one being administered or using calculators, slide rules, or other mechanical devices) will not be allowed to continue to test; or, if testing occurred, their test results will be invalidated. Additionally, test results of applicants leaving the test room without authorization will be invalidated. In all these and similar cases, the individual will be prohibited from further testing for at least 6 months.
- i. The results of an invalidated test cannot be used for enlistment purposes. In these cases, the ASVAB scoring worksheets, DOD Form 1304.13K, and/or result sheet released to the sponsoring service will indicate that the test scores are not valid for enlistment, followed by the reason.

### **7-3. Voluntary re-testing**

- a. *General provisions.*
  - (1) These re-testing policies pertain to student testing and enlistment testing of nonprior service applicants. Prior service applicants will be re-tested according to service directives.
  - (2) Re-testing policy provides no distinction between the enlistment and student testing programs. Further, no exception shall be made for tests administered on a "mandatory" basis by a school. The scores of such tests administered contrary to the time limits established will be invalidated for enlistment purposes. The individual will be prohibited from further testing for at least 6 months.
  - (3) Re-testing with the same version of the ASVAB used on the most recent previous test is strictly prohibited for at least a 6 month period. If an applicant is re-tested with the same test version within a 6 month period, the re-test score will be invalidated, the previous test score will stand as the score of record, and the applicant will not be permitted to retest again for at least 6 months. However, if this condition is the result of a USMEPCOM clerical or administrative error, an immediate retest using a different ASVAB version may be authorized by the MEPS commander.
  - (4) In a voluntary retest, the complete ASVAB will be administered.

- (5) Individuals who have entered in the Delayed Entry Program will not be re-tested unless authorized by the sponsoring service as part of an inquiry into possible testing improprieties.
- b. *First retest.* Applicants may be given the first retest no earlier than 1 month after the initial test. For example, if the initial test is administered on 16 October, the first retest is prohibited until on or after 16 November. Justification for requesting the retest is unnecessary.
- c. *Subsequent re-tests.* Applicants may be given second and subsequent re-tests no earlier than at 6 month intervals. For example, if a retest is administered on 16 October, any further re-testing is prohibited until on or after 16 April of the following year.
- d. *Approval authorities for exceptions to re-testing policy.* In addition to the provisions of paragraph 7-3a(3) the MEPS commander has authority to immediately re-test applicants who have tested under adverse conditions, defined as follows—
  - (1) When the entire testing session is disrupted to the point of precluding all examiners from testing under standard testing conditions, i.e., fire evacuation.
  - (2) An applicant, through no fault of the applicant's own, is precluded from completing the test; i.e., called away from test session due to emergency. This does not include illness that existed prior to the test sessions, since the applicant is cautioned not to take the test if ill.

#### **7-4. Mandatory re-testing**

- a. Mandatory re-testing will be triggered by one of two sets of circumstances—
  - (1) A score difference of plus 20 or more percentile points between the AFQT score on a voluntary retest and the previous AFQT score.
  - (2) The MEPS commander may require an applicant to retest when the MEPS commander or the operations Officer, upon interviewing the applicant, have reasonable cause to suspect improper means were employed to influence or inflate AFQT scores.
- b. When, as a result of mandatory re-testing, no testing impropriety is found, the last full ASVAB taken provides the score of record. If any testing impropriety is discovered as a result of mandatory re-testing and/or an appropriate interview, all associated retest results for that applicant will be invalidated, and the individual will be prohibited from voluntary re-testing for 6 months.

#### **7-5. Overseas Enlistment Testing Program**

- a. Enlistment testing under the ASVAB testing program outside of the United States, its commonwealths(s), and its territories is a responsibility of each of the military services in close coordination with HQ USMEPCOM. The production ASVAB may be administered by an authorized service test control officer (TCO), test administrator (TA), and test examiners (TE) at overseas locations, subject to the following conditions—
  - (1) The TCO, in conjunction with the appropriate service recruiter, will ensure that a USMEPCOM Form 714A is accurately completed and signed prior to administration of the enlistment ASVAB. (The TCO may be designated “Responsible official, where appropriate to sign the back side of the USMEPCOM Form 714A.)

- (2) Overseas TCOs will administer the ASVAB test according to the Manual for Administration (DOD 1304.12A) and manually score the test according to the directions for scoring ASVAB (DOD 1304.12M).
  - (3) The TCO will mail the following items to a designated MEPS within 48 hours after testing so that appropriate data may be entered into USMEPCOM's computerized record system. The TCO will destroy all scratch paper used by the applicant.
    - (a) Completed USMEPCOM Form 714A.
    - (b) Completed original ASVAB Scoring Worksheet.
    - (c) The applicant's completed ASVAB Answer Sheet.
  - (4) The TCO will provide the overseas recruiter the second copy of the completed DOD Form 1304.12K, which will be the source document for the ASVAB score record. The TCO will retain the third copy in his or her files for 2 years.
- b. Commander USMEPCOM will provide support to the overseas testing areas by designating support for Europe, the Caribbean and Central America and the Pacific.
  - (1) The designated MEPS will—
    - (a) Keystroke applicant test data from the USMEPCOM Form 714A and DOD Form 1304.12K into the computerized records system.
    - (b) verify the AFQT and service composite scores against the hand-scored results.
    - (c) Determine if the AFQT scores indicate a need for confirmation testing.
    - (d) Determine if inappropriate re-testing took place.
    - (e) on a random basis, machine score an answer sheet from each TCO to verify the hand-scoring process.
  - (2) When problems are identified, the MEPS will contact the sector headquarters who will, in turn, provide the information to the appropriate service at the Midlevel Inter-service Recruitment Committee (MIRC) for action.
- c. HQ USMEPCOM will work issues regarding testing policy procedures, and responsibilities with the military services and provide assistance to sector and overseas testing officials as necessary.

#### **7-6. Test security**

- a. Test components, booklets, and answer sheets containing test questions or answers will bear the designation "CONTROLLED ITEM (TEST MATERIAL)" and will be handled and secured as controlled material. Completed and partially completed answer sheets will be maintained by the MEPS and protected in a manner that precludes their disclosure to other than personnel authorized access to such material according to current DOD policy and procedures.
- b. Reproduction of controlled testing materials governed by this regulation is prohibited without the prior written approval of HQ USMEPCOM (MOP), 2500 Green Bay Road, North Chicago, Illinois 60064-3094.
- c. Until an appropriate investigation is concluded, military or DOD civilians will be suspended from testing duties whenever credible information or reports of an investigation reveal that they may have—



- (1) Furnished controlled test material, test questions, or answers to an unauthorized person.
  - (2) Been derelict in connection with protecting test materials.
  - (3) Been found with unauthorized possession of test materials.
  - (4) If warranted the individual will be referred to the commander or supervisor for consideration of appropriate disciplinary action under the UCMJ or OPM regulations.
- d. At no time will controlled testing material, or information extracted therefrom, be released to any individual or agency not authorized access to such materials. Individual test scores will not be released to any non-MEPS individual or agency except as otherwise authorized in this regulation. Agencies requesting release of test materials or scores, as an exception to policy, will forward such requests in writing and through channels to HQ USMEPCOM, ATTN: MOP, 2500 Green Bay Road, North Chicago, IL 60064-3094 and forward as appropriate to Office of Assistant Secretary of Defense (OASD), Force Management Policy (FMP). The request will include—
- (1) A statement of the reason for the “need to know.”
  - (2) Anticipated use of test scores or testing material.
  - (3) The number and types of test scores or testing materials desired.
  - (4) Safeguard procedures to be used for controlling and protecting the test materials, test scores, and names of examiners involved.

#### **7-7. Authorization, control and administration of the ASVAB**

- a. HQ USMEPCOM as the DOD operating agency, has the function for publishing regulations or pamphlets prescribing operational procedures for—
  - (1) The Department of Defense Student Testing Program.
  - (2) The Enlistment Testing Program.
  - (3) Confirmation testing procedures.
  - (4) Special purpose testing within the MEPS.
  - (5) Test security and accountability.
  - (6) Applicant identification procedures.
- b. The USMEPCOM regulations published will—
  - (1) Be applicable to all military recruiting services, MEPS, and users of MEPS facilities.
  - (2) Ensure quality control standards are met according to applicable directives.
  - (3) Be provided to all service accessions policy agencies and recruiting headquarters.

#### **7-8. Processing of applicants with non-qualifying scores**

Applicants tested at MET sites who fail to obtain minimum requirements as established by the sponsoring service will not be sent to the MEPS for further processing. If circumstances prevail where an applicant is in medical processing and the test scores reveal that the applicant has not met service standards, the medical processing will continue.

**7-9. Special purpose testing**

The special purpose tests indicated in appendix C are authorized for use by MEPS. Special purpose tests, as listed in appendix C may be administered by Service Recruiting Test Control Officers, Assistant Test Control Officers, Educational Specialists, or designated Enlisted Classifiers when authorized in writing by their respective service accession policy headquarters, with a copy to the Director, Operations Directorate,(MOP) USMEPCOM.

## **Chapter 8**

### **Medical Examinations**

#### **8-1. General**

Medical examinations of applicants forwarded by the recruiting Services and Selected Service registrants will be accomplished under MEPS control. The quality of medical examinations will not be compromised for any reason. MEPS may request specialty consultations and other medical services when required from other military, Federal, or civilian medical facilities. However, the MEPS physician determines the applicant's and registrant's medical fitness for military service. Charges for consultation services are payable from operating funds made available to the MEPS. Policies governing compensation to be paid for services rendered by civilian sources are provided in AR 40-330. Payment for services provided by Federal agencies will be made according to charge statements provided for this purpose.

#### **8-2. Medical fitness standards**

The DOD standards for initial enlistment in all services are contained in AR 40-501, chapter 2, less height, weight, and body fat standards which are service-specific and are contained in applicable service publications and US MEPCOM Regulation 40-1. The standards for prior service enlistees processing under the applicable service retention standards are contained in individual services, physical standards publications.

- a. *Non-prior service males and females.* Medical fitness standards for initial enlistment in the armed services are contained in AR 40-501, chapter 2. These standards are prescribed by DOD and are applicable to all services (with the exception of height, weight, and body fat, when applicable, which are service specific).
- b. *Prior service males and females.* Medical fitness standards for prior service personnel are prescribed in the publications listed for the following services—
  - (1) *Army.* AR 40-501, chapter 3, applies if reenlistment is accomplished within 6 months of discharge or if the individual is a member of a USAR or ARNG unit (see AR 601-210, chap 3, table 3-1).
  - (2) *Marine Corps.* AR 40-501, chapter 2, of the Medical Department, article 15-5.
  - (3) *Air Force.* AFMAN 48-123, chapter 3 or 4.
  - (4) *Coast Guard.* COMDTINST M6000.1 chapter 2 as applicable.

#### **8-3. Medical examination of a minor**

Requirements for obtaining parental or guardian consent to the medical examination of a minor are contained in paragraph 3-10.

#### **8-4. Physical inspection**

Applicants for enlistment and individuals processing through a MEPS under a commissioning program who have undergone a medical examination of the prescribed scope within 2 years and who have been found qualified, will undergo a physical inspection when processing for entry on active duty or active duty for training (ADT) in the armed services, if more than 72 hours has elapsed from the initial examination or from a subsequent inspection; and when processing for entry into the Delayed Entry Program (DEP) or into the Reserve and National Guard (unless for ADT), if more than 30 days has elapsed from the initial examination or from a subsequent inspections. A physical inspection is not required for individuals entering on active duty under a commissioning program and when authorized to proceed from school or their home directly to a duty station.

#### **8-5. Medical reexamination**

An applicant found previously qualified for military service will undergo a complete medical examination prior to enlistment, induction or appointment (commissioning) if more than 24 months have elapsed since the last complete examination was accomplished. The date of the last examination is the date shown in block 6 of SF FORM 88 (Report of Medical Examination). Applicants appearing for reexamination because of previous disqualification for a remedial or temporary medical condition will undergo a physical inspection if the previous examination was conducted within 2 years. The physical inspection will place emphasis on the previously disqualifying defect. The MEPS commander may, in consultation with the chief medical officer (CMO), authorize medical reexamination when findings reflected on a previous SF FORM 88 (Report of Medical Examination) and/or SF FORM 93 (Statement of Medical History) are inconsistent or in conflict with findings noted during the physical inspections. Usually, however, the original examination can simply be amended to reflect the corrected medical history or the current physical findings.

#### **8-6. Doubtful medical fitness cases**

Final determination of an applicant's medical fitness for military service will normally be made by the MEPS CMO on the basis of the examination conducted at the MEPS. Whenever there is doubt as to whether or not an applicant meets the minimum medical requirements for military service, determination of acceptability will be made by the US-MEPCOM Surgeon. The final determination will be recorded in item 73 of SF FORM 88, with appropriate office authentication.

#### **8-7. Use of DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release from Active Duty)**

Applicants for enlistment in the U.S. Army who are re-enlisting after a break in service that does not exceed 6 months may use DA Form-1811 in lieu of a medical examination, provided there has been no change in the individual's physical condition since separation, no new diseases or injuries have been acquired, and the individual signs a statement to that effect. The applicant will prepare a SF FORM 88, enter in the "Remarks" section the following statement: "I have (have not) had any new diseases or injuries since my separation physical examination, and there has been no change in my medical condition" and sign the statement. A medical inspection will be accomplished and entries made in block 25. If an exception is noted, a complete medical examination will be accomplished.

## Chapter 9

### Processing of Selective Service System (SSS) Registrants

**Note.** This chapter will be implemented upon direction of Secretary of Defense.

#### Section I

##### General

#### 9-1. Purpose of chapter

This chapter prescribes policies, procedures, and functions for processing Selective Service System (SSS) registrants for induction into the Armed Forces.

#### 9-2. Functions

Agency and command functions for the operation and support of MEPS activities are prescribed in paragraph 1-4. Additional functions pertinent to induction processing are listed below.

- a. The OASD(FMP) submits military induction requirements to the Director, SSS.
- b. The executive agent—
  - (1) Develops and promulgates induction plans, program requirements, policies, and procedures in coordination with DOD agencies; the Director, SSS; and other Federal activities, as appropriate.
  - (2) Programs, budgets and finances MEPS operating costs incident to the examination and induction of registrants. (The responsibility for costs incident to transportation meal, and lodging requirements for individuals in registrant status is prescribed in para 9-3).
- c. *Mobilization personnel requirements.* Services currently accepting personnel for induction will submit fiscal year and monthly induction estimates to OUSD (P&R) and submit, through Defense Manpower Data Center (DMDC) to the SSS, lists of personnel separated from the respective Services prior to completion of their military obligation.
- d. The Commander, USMEPCOM—
  - (1) Maintains liaison with the National Headquarters, SSS and major training activities of the Armed Forces.
  - (2) Establishes and maintains an automated system for reporting registrant examination results, inductee accession data, and related information
  - (3) Furnishes MEPS daily workload capacity and flow patterns (from county or other State administrative subdivisions), for registrant processing purposes, to the National Headquarters, SSS.
- e. The MEPS commander—
  - (1) Examines registrants sent by the SSS and determines their medical, aptitude, moral, and administrative qualifications for military service.
  - (2) Inducts qualified registrants into military service as allocated by OSD.
  - (3) Arranges transportation for inductees to duty designated by the respective service.
  - (4) Submits registrant examination results and inductee accession information via the MEPRS.
  - (5) Maintains liaison and coordinates activities with SSS MEPS Liaison Officers (MLOs).
- f. SSS MEPS Liaison Officer (MLO)—

- (1) Serves as the SSS representative assigned to a designated MEPS within the region.
- (2) Administers the SSS liaison office established at each MEPS.
- (3) Serves as a liaison to the MEPS commander on all SSS related matters or problems that arise during the processing of SSS registrants, and perform the duties prescribed according to the latest USMEPCOM-SSS MOU.

### **9-3. Transportation, meals, and lodging**

Policies and procedures for the use of contract facilities and the control and accounting of services rendered by contract vendors are prescribed in paragraphs 5-4. Policies and procedures contained in paragraph 6-8 concerning the movement of enlistees are also applicable to inductees.

- a. The responsibility for budgeting and financing transportation meals, and lodging requirements for registrants and inductees is as follows—
  - (1) *Registrants.* The SSS will provide registrants with travel warrants for transportation to the MEPS. MEPS personnel will assist registrants in completing SSS travel claim forms for reimbursement of unanticipated expenses and will mail them to the SSS for processing. Listed below are the categories of travel and the agencies accountable for providing travel assistance—
    - (a) From residence to MEPS—SSS.
    - (b) While at MEPS—USMEPCOM.
    - (c) Return to residence when found disqualified for service (including those found disqualified due to temporary or remedial conditions)—SSS. Registrants who are returned to residence will utilize travel warrants prepositioned at the MEPS for this purpose.
    - (d) Sent for examination only (from residence to MEPS and return to residence)—SSS.
    - (e) When qualifications for service are undetermined (this status will only be used for those registrants that remain under the physical control of the MEPS for 3 days or less)-USMEPCOM. If the registrant's qualification cannot be determined within 3 working days the registrant will be considered temporarily unacceptable for service and returned to residence-SSS.
  - (2) *Inductees.* The responsibility for arranging the necessary transportation meals, and lodging for registrants, inductees, and enlistees is as follows:
    - (a) *Registrants.*
      1. From residence to MEPS—SSS, by use of travel warrants.
      2. While at MEPS—MEPS.
      3. From MEPS to residence—MEPS, by use of travel warrants.
    - (b) *Inductees.* The MEPS
    - (c) *Enlistees.* Service for which the individual is enlisting.

## **Section II**

### **Administrative Processing Prior to Induction**

#### **9-4. SSS delivery list**

The SSS delivery list is an alphabetical listing of registrants ordered to report for induction processing. It is prepared by the SSS and electronically transmitted to USMEPCOM as required. USMEPCOM in turn transmits the list to the MEPS 10 days prior the registrant's scheduled reporting date. The list contains the date the induction processing orders were issued and the date and time each registrant is scheduled to report for induction processing. It also contains each registrant's full name, and SSN, if available. Conscientious objectors (1-0 or 1-A-0) are identified by codes as are registrants ordered for examination only or being rescheduled for processing.

#### **9-5. Reception of registrants**

Registrants reporting to MEPS are initially received by MEPS personnel. The tasks to be performed at the initial reception area include collecting orders to Report for Induction (which are MAILGRAMS and unused travel warrants), posting the SSS delivery list, and determining if registrants have a problem requiring SSS MLO involvement. Registrants will also be given an orientation briefing that will cover the processing steps, meals and lodging arrangements while at the MEPS, instructions for completing travel reimbursement requests where applicable, and conditions under which they will be released from the MEPS.

#### **9-6. Volunteers for induction**

Persons between the ages of 18 and 26 who have not completed their active duty obligation under the Military Selective Service Act may volunteer with the SSS for induction. Persons between the ages of 17 and 18 may volunteer for induction with the consent of the parent or guardian. This is contained on the Application for Voluntary Induction, and will be considered as consent to medical examination.

#### **9-7. Registrants with prior service**

Registrants on the SSS delivery list who can verify prior service when they report to the MEPS will be referred to the SSS MLO for clarification of their status. Reenlistment eligibility (RE) codes which are not disqualifying for induction are listed at figure 9-1. RE codes not listed in figure 9-1 are disqualifying for induction purposes. Registrants with unverified claims will be processed by the MEPS. A request for verification of prior service or a copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) will be prepared (via automated, telephonic, or manual methods) for registrants claiming prior service if they are found otherwise qualified for induction. Such requests will contain the exact name under which the individual served, SSN, organization from which last discharged, and the type of discharge received. If exact dates of service are not known, approximate dates will be given. Requests will be submitted for the types of service listed below and to the appropriate agency that follows.

- a. Prior-service personnel who have been out of service at least 9 months (unless indicated otherwise below) and have been completely discharged (that is have no remaining Reserve obligation): DIRECTOR, NATIONAL PERSONNEL RECORDS CENTER (MILITARY PERSONNEL RECORDS), 9700 PAGE BOULEVARD, ST. LOUIS, MO 63132-5200.
- b. Prior Marine Corps service personnel— COMMANDANT, US MARINE CORPS, ATTN: MMSB, WASHINGTON, DC 20380-1775.
- c. Prior Coast Guard service personnel—

- (1) with Reserve obligation— COMMANDANT, US COAST GUARD(RSM-3/1), WASHINGTON, DC 20590-5200.
  - (2) Separated less than 6 months without Reserve obligation- COMMANDANT, US COAST GUARD (G-PIM-2/5), WASHINGTON, DC 20590
  - (3) Separated more than 6 months without Reserve obligation- DIRECTOR, MILITARY PERSONNEL RECORDS CENTER, 9700 PAGE BOULEVARD, ST. LOUIS, MO 63132.
- d. Prior Army service personnel—
  - (1) Separated less than 4 months with or without Reserve obligation— appropriate transfer point or separation activity.
  - (2) Separated more than 4 months with Reserve obligation-COMMANDER, U.S. ARMY RESERVE PERSONNEL CENTER, ATTN: DARP-USE, 9700 PAGE BOULEVARD, ST. LOUIS, MO 63132-5200.
- e. Prior ARNG service personnel with active duty and with or without Reserve obligation remaining, regardless of the time separated from active duty— adjutant general of the State from which member or former member was released to enter active duty.
- f. Prior Air Force service personnel—
  - (1) With Reserve obligation, regardless of time separated-AIR RESERVE PERSONNEL CENTER, ATTN: DPFSB, LOWRY AFB, CO 80230.
  - (2) Without Reserve obligation, regardless of time separated— MANAGER, NATIONAL PERSONNEL RECORDS CENTER, 9700 PAGE BOULEVARD, ST. LOUIS, MO 63132-5200.

#### **9-8. Conscientious objectors**

Conscientious objectors will be classified Class 1-A-0 (Conscientious Objector Available for Noncombatant Military Service Only), and will be allocated as prescribed in this regulation. If the individual refuses, at any time, to be processed, the individual will be treated as an uncooperative registrant according to paragraph 9-10.

#### **9-9. Registrants residing in foreign countries**

The Director, Selective Service System, will establish procedures to process registrants living abroad as the situation warrants.

#### **9-10. Uncooperative registrants**

Registrants who are uncooperative will be withdrawn from the group. However, every effort will be made to complete the processing of these registrants. Registrants who refuse to take part in some or all of the required processing, testing, or examinations will be counseled as to the seriousness of their actions, and advised that persistence in such refusal constitutes a refusal to submit to induction which is a felony under Military Selective Service Act. The registrant will be informed that conviction of such an offense may result in the punishment of imprisonment for not more than 5 years or a fine of not more than \$10,000, or both. If the registrant persists in refusing to take part in the required processing, the following action will be taken—

- a. MEPS personnel who witness a refusal to be processed, will prepare a signed, dated statement detailing the time, place, date, person, and circumstances involved in the refusals. The statement will be witnessed by at least two MEPS personnel who will authenticate the statement.



- b. A letter of notification of refusal to cooperate will be prepared. The content and distribution of the letter will be as prescribed in figure 9-2 except that in lieu of reference to refusal to be inducted, a description of the facts concerning the registrant's refusal to cooperate will be included.
- c. The registrant will be released from further processing.

#### **9-11. Registrants of prominence**

Registrants of prominence are individuals who by their personal ability in athletics, entertainment business, Government, or other professions or activities are prominent members of their community. Additionally they may be members of families that are prominent in the area. These individuals will be processed as prescribed according to directions from Commander, USMEPCOM and the Director of the Selective Service System.

#### **9-12. Job reinstatement rights**

Registrants will be advised of the following—

- a. Federal law provides employment reinstatement rights to persons who leave positions (other than temporary) for the purpose of complying with the SSS induction notice and who are found not qualified for military service.
- b. If registrants left their jobs for the purpose of being inducted and are found not qualified for military service, they should make application for their jobs at the next regularly scheduled work period following return to their residences. The law permits normal travel time from the MEPS to the person's residence.
- c. If any difficulty is encountered in reclaiming a former job, communication should be made immediately with the nearest office of Veteran's Reemployment Rights, U.S. Department of Labor.

### **Section III**

#### **Concept of operations**

#### **9-13. Concept of operations.**

The Selective Service System will operate in either of two methods. In the "One Step Mode", SSS will deliver a fixed number of registrants to each MEPS daily. The MEPS will process them by administering the ASVAB, conducting the physical examination and inducting them into their respective services. As soon as practicable thereafter, the MEPS will arrange transportation for them to their respective service training sites. Registrants who have filed claims for reclassification which are pending before a Selective Service Board or registrants not qualified due to medical, moral or other reasons, will be returned home pending disposition of their case. In the "Two Step Mode", SSS will deliver a fixed number of registrants to each MEPS daily. The MEPS will process them as in the 'One Step Method'. All inductees will then return home. They will return to the MEPS at a later date as determined by SSS and the respective services. During the interim medical or moral problems will be adjudicated.

## **Section IV**

### **Determination of Moral Qualifications and Waivers**

#### **9-14. Initial screening**

- a. Individuals will be screened to ensure that only those qualified are processed for entry into the Armed Forces. Registrants are unacceptable when they have exhibited a record of convictions or other adverse adjudication, (both adult and juvenile), reflecting frequent difficulties with law enforcement agencies, criminal tendencies, a history of anti social behavior, alcoholism, other drug abuse, sexual misconduct, or questionable moral character. This will be accomplished by a Security Interview and ENTNAC.
- b. Each registrant will be interviewed (either single or in a group) to determine if they meet the moral standards for induction. They will be asked if they have been convicted of any law violations by local, State or Federal authorities. This will include any and all traffic violations, and any adverse juvenile adjudication action. Example of each of the four categories in appendix G will be presented. They will also be asked if they are currently the subject of a criminal charge filed and pending against them by local, State or Federal authorities. Those who indicate a criminal law violation will complete a DA Form 4711-R (Statement of Law Violations). See paragraph 9-14d for further details. The DA Form 4711-R will then be examined to determine if a waiver, as required by paragraph 9-17, is necessary.
- c. An ENTNAC will be conducted on all inductees as outlined in paragraph 9-44.
- d. Those registrants indicating past law violations will complete a DA Form 4711-R. A copy of DA Form 4711-R is located at the back of this regulation. It will be locally reproduced on 8 1/2 x 11-inch paper. The inductee will provide as complete a record as possible, detailing, the exact circumstances of the violation(s), and final disposition of the charges. If the registrant meets the requisites for a waiver, the DA Form 2981 (Application for Determination of Moral Eligibility for Induction) will be completed. Applicants will be advised that these charges will be verified with the appropriate law enforcement agency.

#### **9-15. Verification of self-admitted charges**

Information furnished by judicial, police, and probation officials or other civil authorities (including character and employment references) will not be released to any person not having an official use for the information. All personnel will refrain from releasing the nature or source of any adverse information. When law enforcement or court officials refuse to release information concerning a registrant's offense record without their written consent, the registrant will be asked to provide written authorization. If verification cannot be obtained from other sources, the registrant's alleged record will be treated as unverified. Registrants will be advised at the time of the moral waiver interview that they can aid the reviewing authority in making a proper decision by providing letter of character reference from reputable citizens. Further, registrants will be advised that the list of character references may be mailed (or hand-carried) to the MEPS if the references are properly identified and the list forwarded within the required time. Upon receipt of information from law enforcement agencies and/or courts or probation or parole officials that they have no record of the alleged offenses, the notation alleged offenses cannot be verified-no waiver required will be recorded on [DD Form 1966](#) series. However, if the registrant alleges any offense that requires a waiver and the offense can be waived, a waiver will be initiated as an alleged offense.

- a. *Police checks.* The MEPS will check with municipal county, and State law enforcement agencies and appropriate courts, probation or parole officials, and correctional facilities to verify the disposition of adult felony offenses, alleged by the registrant or revealed by other reliable sources, and to determine the extent of rehabilitation. [DD Form 369](#) (Police Record Check) will be used to make a check with law enforcement agencies. In states where records of offenses are centrally maintained, city and county police checks are not required, unless the registrant alleges recent conviction of an adult felony offense or that charges are pending. Otherwise, police checks will be made with municipal's county, and State law enforcement agencies in the following areas—
- (1) where the offense was alleged to have occurred.
  - (2) Where the registrant claimed residence and/or employment in the previous year.
  - (3) From other appropriate law enforcement agencies when receipt of a police check indicates that the case was handled by a different law enforcement agency.
- b. *Inquiries to courts.* When there is an indication that charges against a registrant were disposed of judicially, an inquiry will be forwarded to the court concerned. In some jurisdictions, it may be possible to obtain this information from a probation or parole office or correctional institution instead of the court clerk. (For example, information concerning juvenile court records may be available only from juvenile probation or parole offices or correctional institutions.) In such cases, it is not necessary to send requests to both the court clerk and probation or parole officer.
- c. *Probation or parole officer's evaluations.* In cases where police checks, the registrant, or other reliable sources indicate that the registrant was placed on probation or parole, an evaluation from the probation or parole officer should be obtained.
- d. *Correctional facility's evaluation.* In the case of a registrant committed to a correctional facility (such as a reformatory, boys, school or ranch), a report will be requested from that facility.
- e. *Employer references.* When the registrant indicates gainful employment (including part-time) in the previous year, the address of the employer will be asked to verify the employment and provide an evaluation of the registrant.
- f. *School evaluation.* When the registrant attended school in the past 2 years, an evaluation from an official (such as, dean, principals vice-principal, counselor) or the last school the registrant attended will be requested when employer, probation, or parole evaluations are not available.
- g. *Offenses occurring in foreign countries.* To the extent possible, efforts should be made to verify the disposition of charges which were actually or allegedly brought against the registrant by foreign countries. Registrants who are or allege they are subject to parole, probation, suspended sentence, or conditional release imposed by a foreign court will not be rendered unacceptable, and will be considered for waiver as though they were not subject to such civil restraint. Unverified offense records will be processed as outlined in h below.

- h. *Burden of proof.* The burden of proof for registrant claims to bar induction such as unverifiable criminal offenses, and drug use, rests with the registrant. If the registrant does not have accompanying proof of the above claims, processing to determine overall qualification will be continued and, if otherwise qualified, the registrant will then be placed in the appropriate RBJ status. These registrants will be instructed to obtain documentation of their claims and bring them when they are recalled to the MEPS. These registrants will further be instructed that failure to provide documentation will invalidate their claims.

#### **9-16. Preparation of DA Form 2981 (Application for Determination of Moral Eligibility for Induction)**

Applications for moral waivers will be submitted on DA Form 2981. The completion of all required items, as outlined below, is necessary to permit proper evaluation of the qualifications for military service of registrants.

- a. *Item 1.* Include aliases as AKA (also known as). Also, include the date of birth.
- b. *Items 2 and 3.* Self-explanatory.
- c. *Item 4.* Include the actual name, instead of local abbreviations, of the offense as reported by supporting documents (police checks, court records, and so on), such as “assault with a deadly weapon” (not ADW) or “disorderly conducts (not DC). A brief description of the offense will be included. When the offense is “contributing to the delinquency of a minor,” the description will include the age of the minor as well as a brief narrative statement setting forth the nature of the delinquency. All offenses which resulted in conviction or adverse juvenile adjudication will be entered in this section, including those which the registrant alleged but were not verified (para 9-15). Offenses reflected in police records may have been reduced or changed by the prosecutor or judge prior to or at the time of trial; hence, care must be taken to ensure that offenses entered are those for which the registrant was actually convicted or was subjected to an adverse juvenile adjudication by a court. Offenses will be listed in chronological order beginning with the earliest offense. The date of the offense and age of the registrant at the time of the offense will be stated. Offenses for which the registrant was not convicted or was not subject to an adverse juvenile adjudication will not be listed in this item.
- d. *Item 5a.* Self-explanatory.
- e. *Item 5b.* State the actual sentence handed down at the time of the disposition, followed by any amendments or changes which occurred later. If the disposition included probation or a suspended sentence still in effect, the conditions with which the defendant must comply will be stated (such as “cannot leave State,” “report to probation officer weekly,” “payment of a fine,” or “sentence suspended during period of good behaviors). If no conditions were imposed in conjunction with suspending the sentence or granting probation, and if the defendant was to be unsupervised, that will be stated. This information is necessary to enable approval authority to determine whether the probation or suspended sentence in effect comes within the definitions of “unconditional suspended sentence or “unsupervised unconditional probation.” Normally, accurate information concerning terms of probation or a suspended sentence is obtainable only from the court clerk or probation or parole authorities. Police records usually contain only an abbreviated entry, if any, concerning the disposition of charges, and seldom indicate the conditions of release upon conclusion of the trial. In referring to the offenses listed in item 4, DA Form 2981, correlate the date of the trial with the date of the offense. When making entries, include all information available.

- f. *Item 5c.* Enter the maximum punishment which can be imposed for an adult under the State law for each offense listed in item 4, even though the defendant may have been handled by a juvenile court. If an offense is listed as a felony, for waiver purposes" it will be processed as a felony, regardless of whether it is a felony or not in the State concerned. Likewise, if an offense is not listed as a felony for waiver purposes, but the offense is considered a felony by the local or State jurisdiction, it will be processed as a felony.
- g. *Item 5d.* Enter the beginning and ending dates of confinement, parole, and/or probation. For moral waiver purposes, the term of "confinement" includes referral to or commitment in a facility for juveniles who have been subjected to an adverse juvenile adjudication, such as juvenile camp, ranch, or home. The terms "probation" and "parole," include all types of official supervision imposed by courts and State agencies (such as correctional departments and State youth authorities). It may not be assumed that the individual was automatically released from civil restraint affective on the termination date of the probation or parole. Termination dates will be verified with the appropriate probation or parole authorities for all offenses listed in items 5a, b, and c.
- h. *item 6.* Indicate completion of school. (Show names of all employers, locations, inclusive dates (at least month and year), and job titles or brief descriptions, including part-time employment. Also, indicate periods of unemployment and a brief explanation of how the registrant subsisted while unemployed (such as "lived with parents").
- i. *Item 7.* Block one will be checked when the registrant is interviewed by a moral waiver clerk at the MEPS. Block two will be checked when information is received by phone or personal interview with civil authorities. Block 3 will be checked only when the requests for information are completed and returned.
- j. *Item 8.* Indicate the highest completed level of education. In those instances where 12 is listed as the highest education level of the registrant, indicate whether the registrant is a high school graduate, has a general education development (GED) certificate, or graduated from a special education institution.
- k. *Item 9.* List specific ASVAB aptitude scores of 85 or higher (such as CO 98, GM 91). If only the AFQT portion was given, "NOT ADMINISTERED" will be entered in items 9a and b. If the registrant is determined qualified for induction under the provisions of paragraph 9-33, enter "ADMINISTRATIVELY ACCEPTED."
- l. *Item 10.* Physical profile.
- m. *Item 11.* Enter the AFQT composite percentile score.
- n. *Item 12.*
  - (1) Describe any unsuccessful attempts to obtain offense verification or character references. Enter extenuating or mitigating circumstances concerning offenses listed in item 4 and any additional or clarifying information which should be considered in evaluating the waiver request. The following are examples of clarifying statements considered appropriate, if applicable. These are intended to illustrate only and are not intended as substitutes for statements of circumstances peculiar to each registrant.
    - (a) Registrant is a volunteer for induction (If previous attempts to enlist were made, these will be summarized.)
    - (b) Registrant has requested reconsideration of a previously disapproved waiver. (Summarize any rationale provided by the registrant.)

- (c) Registrant has voluntarily provided the attached additional information (cite) to support the waiver request.
  - (d) Registrant indicates that a poor environment, which has since improved, contributed to the actions. (Cite details, if available.)
  - (e) Registrant expressed deep regret for the past civil violations.
  - (f) Registrant stated that he wishes to improve his present situation.
- (2) The following additional information is to be included, appropriate.
- (a) If there are more than two minor traffic offenses, indicate the number of offenses and location of information concerning them (such as “eight minor traffic offenses”)
  - (b) Explain unusual acts which might indicate a questionable behavioral or character disorder.
  - (c) Express the apparent attitude or other demonstrable and significant observations about the registrant.
  - (d) Include an explanation of why certain police checks or court inquiries are not present.
  - (e) Verbal verification of offenses or evaluations are of value if written information cannot be obtained. The statement “verbally from civil authorities,” along with the name, title, and address of such authorities and the name and title of the MEPS representative who obtained such information should be included in this item or in a separate written report signed by the MEPS representative who obtained it.
  - (f) List offenses for which the registrant was not convicted or subjected to an adverse juvenile adjudication and explain the disposition of each. Offenses to be listed here are those which were dropped, dismissed, or otherwise not prosecuted (nol prossed, nol prosequi, nol pros); with or without leave; with or without prejudice; or in some similar way were removed from the category of a charge “pending.” Accurate and complete information concerning these offenses will preclude the return of the case for further information concerning the disposition of the charges.
- o. *Item 13.* Prior to making the appropriate recommendation, the station commander or his or her representative will determine whether the evidence being presented is sufficient to permit a proper evaluation by the Commander, USMEPCOM.

#### **9-17. Waiver standards and approval authority.**

- a. No waiver is required for the following—
  - (1) Five or less minor traffic violations in one year.
  - (2) One or two minor non-traffic offenses.
  - (3) one misdemeanor.

- b. Registrants will be evaluated under the whole-person concept. Under this concept, a civil court record, combined with marginal aptitude and physical abilities, predicts marginal functioning. Such registrants may have difficulty adjusting to military stress and job performance demands. In addition to making a marginal contribution in the Service, they often become disciplinary problems. Moral waivers will not be processed for registrants who are found otherwise not qualified for induction (such as failure to meet the minimum aptitude and/or medical standards). However, registrants found disqualified for induction due to temporary or remedial conditions will be processed for any required waiver of civil offenses. Registrants in the Acceptability Undetermined (AU) category (such as pending medical consultation or verification of prior service) will also be processed for a waiver of any civil offense. Submission of the final request, however, will be held in abeyance until a final determination is made as to their aptitude and/or medical qualifications for service.
- c. Waiver authority for all other offenses is listed in figure 9-4. This authority is to both approve and deny the waiver in question.
- d. Registrants who have criminal charges pending against them alleging violation of State, Federal, or territorial statute normally are unacceptable. Registrants who have criminal charges pending against them alleging a violation of State, Federal, or territorial statute and as an alternative to trial for such violations, are granted a conditional release from the charge by a court on the condition that they will apply for induction into the Armed Forces, are also normally unacceptable. If a charge was dropped, dismissed, or not prosecuted (not processed, nolle prosequi, nol pros): "filed away"; with or without leave; with or without prejudice; or in some way removed from an active status; it is no longer pending. A charge is pending if the registrant is currently subject to "probation without verdict," "adjudication withheld and imposition of sentence suspended," or other similar deferral procedures. Registrants in this category will be processed to determine their overall qualification and, if otherwise qualified, will then be placed in the appropriate Re-evaluation Believed Justified (RBJ) status. The MEPS will provide these registrants with a form that identifies the reason for their AU status so that if the registrant is recalled prior to final resolution of the case, the local SSS board can authorize an additional delay. Re-evaluation of moral qualification upon final disposition of criminal charges will be suggested to the SSS when registrants are found disqualified for induction on the basis of this paragraph. Similarly, re-evaluation of moral qualification upon final disposition of deportation proceedings will be suggested for aliens who have deportation proceedings filed and pending against them.
- e. The provisions of d above do not apply to registrants who have charges pending against them involving minor traffic offenses. Registrants with such charges pending against them will be inducted, if otherwise qualified.
- f. Registrants, who have pending against them a criminal charge of refusing to be inducted into the Armed Forces in violation of the Military Selective Service Act, may be processed for induction and inducted, if otherwise qualified, when the MEPS receives a letter (furnished directly to the MEPS or through-the-SSS area office) from the U.S. Attorney concerned with the prosecution of the registrant's case. The letter must reflect that—
  - (1) Neither the attorney nor the judge of the U.S. District Court concerned has any objection to the registrant's induction prior to judicial disposition of the charge.

- (2) MEPS will give written notification to the appropriate U.S. Attorney following the induction of a registrant subsequent to the action prescribed in d above.
  - (3) Upon notification that the registrant has been inducted, appropriate action will be taken by the appropriate U.S. Attorney to accomplish dismissal of the charge against the person.
- g. Registrants under parole, probation, suspended sentence, or conditional release from any terms of confinement are unacceptable, unless a waiver is obtained. Cases of unconditional suspended sentence or unsupervised unconditional probation will be considered for waiver at the appropriate level, depending on the nature of the offense. Cases of unconditional suspended sentence or unsupervised conditional probation for minor traffic offenses or less than three minor non traffic offenses require no waivers, providing the registrant has no record of additional convictions or adverse juvenile adjudications. The SSS area office is not required to obtain a release of registrants under unconditional probation prior to induction.
- h. For consideration of a conditional waiver, the MEPS, in instances of registrants who have been ordered for induction and who are under parole, probation, suspended sentence or unsupervised unconditional release (other than unconditional suspended sentence or unsupervised unconditional probation), will request from the appropriate authorities all pertinent information concerning the case. MEPS commanders will forward cases involving felonies to the Commander, USMEPCOM for approval or disapproval of a waiver. MEPS commanders may process cases not involving felonies according to a above. Registrants for whom waivers are approved will be inducted, if otherwise qualified, upon receipt of information from the appropriate authorities that the registrant is released from all forms of civil restraint. It is not necessary that the person be released from that part of a court order requiring the person to provide support. (For example, in a bastardy or paternity proceeding, the court may issue an order requiring support in addition to imposition of probation.) When the MEPS discovers that a registrant is subject to some form of conditional release, such as parole or supervised probation, the MEPS may process a waiver to determine acceptability for induction. Sample endorsements, to be used in connection with "conditional waiver" cases under this paragraph, are contained in figure 9-3.
- i. For registrants under parole, probation, suspended sentence, or conditional release from any term of confinement imposed by a court for a violation of the Military Selective Service Act (on the condition that the registrant will report and submit to induction), the MEPS must request appropriate authorities to provide all pertinent information concerning the case for consideration of a conditional waiver (conditional upon obtaining the registrant's complete release from the charges and all forms of civil restraint prior to induction). (If the registrant refuses to provide a complete release, the registrants alleged record will be treated as unverified. MEPS commanders will forward these cases through channels to the Commander, USMEPCOM for consideration of a waiver. Registrants for whom waivers are approved may be inducted, if otherwise qualified, after receipt of information that the registrant has been released from all forms of civil restraint. A sample endorsement, to be used by the Commander, USMEPCOM in connection with these "conditional waiver" cases, is contained in figure 9-3.



### **9-18. Control of waiver documents**

Moral waiver cases, while being processed, will be controlled according to the procedures outlined in AR 340-18, appendix B. The proper file subdivision will be dictated by the volume of moral waivers being processed. When the reports essential to a valid determination are not returned within 30 days, the MEPS will contact the agencies concerned and request a prompt response. If the agencies fail to respond, the waiver will be forwarded for determination without the reports. When referred from law enforcement agency to another for verification of alleged offenses, MEPS commanders may exceed the 30 day period. Within 2 working days from receipt of the last report from school authorities, employers, police, court, probation or parole officials, or juvenile correctional facilities, the moral waiver will be submitted for determination.

### **9-19. Verbal waivers**

Normally, moral waivers will be granted only on review of the written file by the approval authority. However, there may be instances when circumstances warrant telephonic requests and approval. The guides shown below will be used for verbal requests of induction moral waivers to the Commanders, USMEPCOM. USMEPCOM will determine whether a verbal waiver request for less than a felony offense must be processed in writings. Felony offense waivers must be initialed and approved or disapproved in writing and documented. Verbally approved waivers will be confirmed in writing (that is, the waiver file will be submitted to the approval authority for authentication. As a minimum the verbal request will confirm that—

- a. All known offenses for which the registrant was convicted or subjected to an adverse juvenile adjudication are described in the waiver request, including the date of the offense, date of trial, judicial disposition, inclusive dates of probation, confinement or parole.
- b. Police record checks have been made with the appropriate law enforcement agencies.
- c. The registrant is not known to be the subject of a pending charge other than minor traffic offenses or violation of the Military Selective Service Act.
- d. Efforts have been made to obtain reports from probation or parole officers and juvenile correctional facilities concerning the conduct of the registrant. Results of those efforts will be described in the waiver.

### **9-20. Provisions related to homosexual conduct.**

A registrant's sexual orientation is considered a personal and private matter, and is not a bar to induction unless manifested by homosexual conduct as described below. Registrants shall not be asked or required to reveal whether they are heterosexual, homosexual, or bisexual. Registrants also will not be asked or required to reveal whether they have engaged in homosexual conducts unless independent evidence is received indicating that a registrant engaged in such conduct or unless the registrant volunteers a statement that the registrant is a homosexual or bisexual, or words to that effect. Homosexual conduct is grounds for barring entry into the Armed Forces, except as otherwise provided in this paragraph.

- a. Homosexual conduct is a homosexual act, a statement by the registrant that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage.
- b. Propensity to engage in homosexual acts means more than an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages in or will engage in homosexual acts.

- c. A registrant shall be rejected for entry into the Armed Forces if, in the course of the normal accession process:
  - (1) Evidence is received demonstrating that the registrant engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts, unless there is a further determination that—
    - (a) Such acts are a departure from the registrant's usual and customary behavior;
    - (b) Such acts, under all the circumstances, are unlikely to recur;
    - (c) Such acts were not accomplished by use of force, coercion, or intimidation; and
    - (d) The registrant does not have a propensity or intent to engage in homosexual acts. Such a determination will be made in the course of the normal accession process. A homosexual act means—
      - 1. Any bodily contact, actively undertaken or passively permitted, between members of the same sex for the purpose of satisfying sexual desires.
      - 2. Any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an act described in subparagraph 9-20c (1).
  - (2) The registrant makes a statement that he or she is a homosexual or bisexual, or words to that effect, unless there is a further determination that the registrant has demonstrated that the registrant is not a person who engages in, attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts. Such a determination will be made in the course of the normal accession process.
  - (3) Evidence is received demonstrating that a registrant has married or attempted to marry a person known to be of the same biological sex (as evidenced by the external anatomy of the persons involved).
- d. If the registrant is the source of evidence received, the registrant will be notified that the registrant is disqualified for military service under current policy and will be given the opportunity to present a completed [DD Form 1966](#) series and [SF FORM 86](#) along with written evidence (such as statements or any other documentation) through the MEPS Commander to demonstrate why he or she is not disqualified.
- e. If the evidence is received from a source other than the registrant, the approval authority must determine the credibility of the evidences. If the evidence (from another source) is determined to be credible, the approval authority will notify the registrant that he or she is disqualified for military service and the reason for the disqualification (e.g., evidence of homosexual acts). The registrant will be given the opportunity to present written evidence such as a statement or any other documents to counter the credibility of the evidence received and/or to demonstrate why the registrant is not disqualified. The registrant must submit the written evidence within ten work days from notification of disqualification.
- f. If the registrant presents written evidences it will be forwarded through normal channels to the approval authority who will review the written evidence, determine the registrant's eligibility for military service, and notify the registrant of the final decision.

- g. The approval authority in all cases is the Commander, USMEPCOM and may not be further delegated. In reviewing the evidence in cases involving a registrant's statement that the registrant is a homosexual or bisexual, or words to that effect, the Commander USMEPCOM may be guided by some or all of the following considerations—
  - (1) Whether the registrant has engaged in homosexual acts.
  - (2) The registrant's credibility.
  - (3) Statements from others about the registrant's past conduct, character, and credibility.
  - (4) Any other evidence relevant to whether the registrant is likely to engage in homosexual acts.
- h. Nothing in these procedures require rejection for entry into the Armed Forces when the approval authority determines—
  - (1) That a registrant made a statement, engaged in acts, or married or attempted to marry a person of the same sex for the purpose of avoiding military service.
  - (2) Rejection of the registrant would not be in the best interest of the Armed Forces.
- i. For registrants who submit evidence that results in a favorable determination, no waiver code is required. This is considered an administrative action and will be listed only as "ENLISTMENT ELIGIBILITY REVIEWED BY CDR USMEPCOM, AUTHORIZED TO BE INDUCTED (DATE OF APPROVAL)."
- j. The registrant does not have the right to any recourse or rights of appeal other than those described in paragraphs a through i above.
- k. All inductees will be informed of separation policy regarding Homosexual Conduct (Section 654 of 10 U.S.C.). Failure to receive such information shall not constitute a defense in any administrative or disciplinary hearing.

## **Section IV**

### **Medical Examination**

#### **9-21. Examination procedures**

Medical examining policies, functions, and procedures are contained in chapter 8. Current medical fitness standards for induction are contained in AR 40-501. Testing for Human Immunodeficiency Virus (HIV) will continue during induction Under the "One Step Process", the HIV test will be completed by the respective service during initial processing at the first training site. Under the "Two Step Process", HIV testing will be accomplished at the MEPS. Registrants will not depart until results of the test have been received. Alcohol and Drug Testing will be published later.

#### **9-22. Disqualification for temporary conditions**

When registrants are found disqualified due to temporary or remediable conditions, the reason will be recorded in item 73 (notes), SF FORM 88. It is the responsibility of the Chief Medical Officer to recommend to the Commander, USMEPCOM when such an individual should be returned for a second examination.

#### **9-23. Registrants claiming unverified ailments**

Form 252 (Order to Report for Induction) instructs registrants to bring a physician's statement or other evidence substantiate any physical or aptitude ailment when reporting for induction processing. Disqualification of registrants solely on the basis of claimed but

unverified ailments is not authorized. Registrants who claim disqualifying medical conditions but fail to bring substantiating documentation will be carefully evaluated, to include specialty consultation if appropriate. If practical, verification of ailments may be made telephonically by the medical officer, and the results recorded in item 73 (notes and/or continuation sheets of SF FORM 88. If written documentation substantiating the claimed ailments is considered necessary in order to render a fitness determination the registrant will be requested to obtain the documentation and forward it within 2 weeks to the processing MEPS. Medical documentation received from private physicians, medical clinics, or other outside sources will be considered privileged information Documents which are from doctors of medicine, osteopathy, dental surgery or other health care specialists and which indicate a record of past or current medical care will be attached to the SF FORM 88. The MEPS medical officer will indicate his or her review of the medical documents by making the following entry on the documents—"Reviewed and considered in applicant's physical profile," and will date and initial the entries. A copy will be attached to each SF FORM 88 distributed at the time of enlistment and/or induction. The Chief Medical Officer determines the weight to be given such documents in relationship to examination findings and to other pertinent medical information when determining the individual's medical qualification.

#### **9-24. Registrants previously discharged for medical reasons**

The medical reports (originals of SF FORM 88 and SF FORM 93) pertaining to registrants who were previously discharged from the military service for medical reasons, and then found acceptable during induction processing, will be forwarded directly to the CHIEF, ENLISTMENT INQUIRY SECTION ATTN: TAPC-EPR-P ACTIVITY, 2461 EISENHOWER AVENUE, ALEXANDRIA, VA 22331-0450. The Chief, Enlistment Eligibility Activity will secure and forward the current medical board reports, or other medical reports that caused the individuals separation from the last previous period of military service, to USMEPCOM for determination of medical acceptability. When registrants are found disqualified, a notation of the reasons for medical disqualification will be entered in item 73 of all copies of SF FORM 88 (for example, USMEPCOM Surgeon, 19 July 19XX, physically disqualified—rheumatic heart disease).

#### **9-25. Registrants performing alternative service**

The SSS may release registrants who are performing alternative civilian service if they become medically disqualified for military service. Registrants in Class 1-W (Conscientious objector Performing Alternative Service in Lieu of Induction) who claim disqualifying medical conditions will be scheduled for examination through coordination between the SSS MLO and MEPS. These registrants will be medically examined for the purpose of determining their acceptability under the standards prescribed for retention (AR 40-501, chap 3). Medical documentation received on the behalf of registrants will be carefully evaluated. Each document will be annotated to denote that it has been "reviewed and considered in the registrant's physical profile." A medical specialty consultation will be obtained when deemed appropriate. Costs incident to the medical examination and/or additional tests will be charged to USMEPCOM operating funds and paid on a non-reimbursable basis.

#### **9-26. "Papers only" evaluation of registrants**

SSS area offices may forward to the MEPS the documentation of the registrant's alleged medical condition. The documents will be reviewed to determine whether the claimed defects are obvious disqualifying conditions for military service. Physical conditions considered as obvious disqualification's for military service are listed at figure 9-5. A copy of the documents received from the SSS will be retained in the examination files. Originals will be returned to the SSS area office. The SSS will be advised of the determination rendered (either a, b, or c below).

- a. If the condition is determined as an obvious disqualification: "Found not qualified for military service based on papers only evaluations".
- b. If the condition is not determined to be an obvious disqualification: "The condition(s) described is/are not considered to be an obvious disqualification for military service. This is a papers only evaluations".
- c. If a determination cannot be rendered: "The papers only documentation is not sufficient for the purpose of determining the registrant's qualifications for military service."

#### **9-27. Medical disqualification's without a full examination**

- a. Registrants with clinically obvious demonstrable disqualifying conditions, such as marked shortening of a lower extremity with noticeable limp, or absence of an index, middle, or ring finger may be disqualified before the start of the examination. Additionally, registrants who present credible civilian medical documentation of a medical condition such as a history of asthma may also be disqualified without a medical examination.
- b. When disqualified without a medical examination, the SF FORM 88, with identifying and administrative data filled in (items 1 through 17), will be annotated with details in item 73 and the disqualifying diagnoses in item 74. Copies of outside medical documentation will be attached to SF FORM 88. The MEPS physician will sign in item 82.

### **Section V Testing**

#### **9-28. General testing procedures**

The policies and procedures for test security, personnel facilities, equipment, administration, and scoring are contained in chapter 7. The purpose of administering the ASVAB to registrants is to—

- a. Identify registrants who meet the standards for induction into the Armed Forces, and exclude those who fail to meet the established standards.
- b. Provide the basis for qualitative distribution of inductees among the services currently accepting personnel for induction

#### **9-29. Terminal screening interviewers**

Each MEPS will have one or more commissioned terminal screening interviewer (Army SSI 42E) assigned. When supplied by another Service, interviewers possess qualifications comparable to those of the Army SSI 42E. Interviewers will conduct terminal screening of aptitude test failures according to paragraph 9-33. They will be assisted by enlisted psychology specialists, if available. The commissioned interviewers, however, will determine whether a registrant who failed to achieve qualifying test scores will be administratively accepted for military service.

### **9-30. Motivation of registrants**

Before the ASVAB is administered, registrants will be informed that they should endeavor to do their best to achieve the highest possible scores, since these scores become a part of their permanent records, determine their eligibility for military service, and influence the type of training and jobs to which they will be assigned. Emphasis will be placed on the fact that a deliberate attempt to fail aptitude tests will not keep them out of the military service; they will be inducted (regardless of their score) if they are found not trying to do their best and otherwise could have passed. The duties of the test administrators and proctors include the detection of registrants who are not giving their full attention to the test. Whenever it is obvious that a registrant is not approaching the test in a proper manner after instruction and encouragement by the proctor, the examiner will withdraw the registrant from the testing session. The registrant will be referred to the terminal screening interviewer who will take one of the following actions:

- a. If the terminal screening interviewer determines that the registrant is incapable of understanding the test instructions, the interviewer will award the registrant a score of "0" on the AFQT composite of the ASVAB. Such registrants will be processed in the same manner as any other registrant who fails the AFQT. If such registrants are non-English-speaking, the following will be recorded on the ASVAB scoring worksheet: "AFQT-0 (non-English-speaking).
- b. If the registrants marked answer sheets at random, refused to open test booklets, made no attempt to read or answer test questions, or took similar actions, an attempt will be made to obtain the registrant's cooperation. If the registrant agrees, the alternate test form will be administered. If the registrant again refuses to cooperate, the terminal screening interviewer will recommend to the MEPS commander one of the following actions—
  - (1) That the registrant be administratively accepted according to paragraph 9-34.
  - (2) That the registrant be processed as an "uncooperative registrant" as prescribed by paragraph 9-10.

### **9-31. Induction standard**

The induction standard is an AFQT score of 16 or above.

### **9-32. Re-testing**

Registrants who fail to attain qualifying aptitude test scores under the current induction standard may be re-tested if circumstances warrant. The MEPS commander is authorized to administer a retest, based upon supporting data such as high school or college transcript, job experience, and evidence of satisfactory completion of a Federal or State training program together with the terminal screening interview sheet. Provisions for the re-testing of non-English-speaking registrants are contained in paragraph 9-33c(2)(b). Re-testing of registrants who have attained qualifying scores for induction purposes while in an applicant status, or under the Armed Services Military Personnel Accession Testing Programs (AR 601-222), is not required if the scores are available at the MEPS.

### 9-33. Terminal screening

Administrative acceptance of registrants will be restricted to those registrants who are determined to have deliberately failed the tests and could have attained passing scores, under the current standards, had they been properly motivated. Registrants who have been malingering but considered unable to pass the tests will not be administratively accepted. The action is intended to ensure that only those registrants who can attain passing test scores under the current standards be inducted into the Armed Forces. Only devices authorized by HQDA will be used for terminal screenings. If earlier mobilization requirements dictate, however, an interim procedure is available at HQ USMEPCOM, ATTN: MOP, and will be implemented by separate instruction. A decision table for terminal screening and determining administrative acceptance is at figure 9-6.

- a. Registrants failing to attain qualifying AFQT composite percentile scores. These registrants will receive final screening using the Deliberate Failure Keys (provided to MEPS by HQ USMEPCOM) and guidelines for the initial and final terminal screening interviews. Steps in the terminal screening procedures are as follows—
  - (1) Steps for non-high school diploma graduates.
    - (a) Those found by the Deliberate Failure Key to be in the True Failure Category or Undetermined Category will be rejected without additional terminal screenings
    - (b) Those found by the Deliberate Failure Keys to be in the Deliberate Failure category will be given an initial interview. The initial interview will be conducted by Joint Augmentation Unit (JAU)-assigned personnel identified for this purpose. The reason for the registrant's identification as a suspected deliberate failure will be explained, and emphasis will be placed on increasing such a registrant's motivation to do better upon re-testing with an alternate form of the ASVAB.
    - (c) If a registrant suspected of deliberately failing refuses the opportunity to retest voluntarily, the initial interviewer will review all available information pertaining to the registrant's education and civilian occupation. Particular attention will be given to the registrant's educational level. Each registrant in this category who has ninth grade or lower as the registrant's highest educational level completed will be identified as a true failure and will not be screened further. All other registrants will be administered a final intensive interview by a commissioned terminal screening interviewer. MEPS commanders or their designated representatives are authorized to correspond directly with either the registrant's school or employer to obtain school and job history records.
    - (d) When the evidence elicited in the final intensive interview clearly indicates that the registrant was poorly motivated in taking the test and would have achieved qualifying scores had the registrant tried to pass, the registrant will be administratively inducted as an AFQT Category IV.
  - (2) Steps for high school diploma graduates.
    - (a) These registrants will be screened with the Deliberate Failure Keys and also interviewed by the Military Entrance Processing Station Staff Psychologist.

- (b) If the terminal screening devices and final intensive interview by a commissioned terminal screening interviewer reveal that the registrant had the aptitude ability to pass the AFQT portion of the ASVAB had he tried, the registrant will be administratively inducted as an AFQT Category IV. If, however, after the final, intensive, terminal screening interview, the interviewer believes that the failing AFQT composite percentile score of the registrant represents a true measure of the registrant's ability, the registrant will be rejected as not qualified for military service.
- b. Registrants failing to attain qualifying scores. High school graduates and non-high school graduates failing to attain passing scores are not acceptable for induction unless found to be acceptable when terminally screened. The interviewer will review all available information pertaining to the registrant's education and civilian occupation. Particular attention will be given to the registrant's educational level. Each registrant who has ninth grade or lower as the registrant's highest educational level completed will be identified as a true failure and will not be screened further. All other registrants will be interviewed. When evidence elicited in the interview clearly indicates that the registrant was poorly motivated in taking the test and would have achieved qualifying scores had the registrant tried to pass, the registrant may be administratively accepted. If doubt exists as to whether or not the registrant should be administratively accepted, MEPS commanders or their designated representatives are authorized to correspond directly with either the registrant's school or employer to obtain school and job history records. Particular attention will be given to the General Technical composite (WK+AR+PC) score. If there is no conflict between the scores on the verbal and arithmetic reasoning tests (AFQT sub-tests) and the registrant's background, education, and job history, the registrant will not be administratively accepted. However, if there is a conflict, the registrant may be administratively accepted or a neuropsychiatric consultation may be obtained in doubtful cases.
- c. Non-English-speaking registrants. Non-English-speaking registrants who failed to attain qualifying test scores will be processed as follows—
  - (1) Those found by the Failure Keys to be in the True Failure Category or Undetermined Category will be rejected without further processing.
  - (2) Those found by the Failure Keys to be in the Deliberate Failure Category and all high school graduates will be interviewed. Information from available personnel records pertinent to their English-speaking ability will be evaluated, and the registrants will be questioned on such matters as the length of time spent in this country, English-speaking opportunities or requirements at home or work, and the amount of English training they have had in school. with regard to these registrants, the interviewer will take the following actions:



- (a) In those instances in which the interviewer suspects that a registrant is falsely claiming to be non-English-speaking or unable to read or write English, MEPS commanders or their designated representatives are authorized to correspond directly with either the registrant's school or employer to verify the interview findings. If the investigation indicates that the registrant was deliberately attempting to fail the tests and was fully capable of passing had the registrant tried, the registrant may be accepted. This decision, however, will be based on fully substantiated facts concerning the registrant's background. Registrants with academic training beyond high school or who hold professional jobs requiring use of the English language may be considered questionable cases. If there is evidence that the registrant was malingering, but the registrant's background does not indicate the aptitude ability to have passed, the registrant will be rejected.
- (b) In those instances in which registrants are rejected solely because they are non-English-speaking, reexamination may be justified at a later date. Test scoring worksheets will be annotated "Non-English-speaking-RBJ after 6 months."

#### **9-34. Terminal screening checklist**

A checklist will be prepared for each registrant terminally screened. This checklist will include, but need not be limited to—

- a. Name and SSN.
- b. Test scores.
- c. Deliberate Failure Key results.
- d. Summary of the terminal screening interview, to include supplementary test scores and reasons for acceptance or non-acceptance.
- e. Educational and job history background, to include copies of school records, if obtained.

### **Section VI Induction Procedures**

#### **9-35. Orientation**

Registrants found qualified for induction will be given orientations concerning the following—

- a. The purpose and significance of induction
- b. The processing steps in which the registrant will participate, including the sequence and location of the processing.

#### **9-36. Allocation of registrants**

The allocation procedures prescribed in this paragraph will be invoked when more than one Service is accepting inductees. Services accepting registrants will be constrained by a decentralized quality control program which ensures the Service(s) receive the quality distribution needed to sustain the force. A cumulative report will be provided to each Service, on a periodic basis, which reflects the distribution of the inductees apportioned to each Service. This report will be sent to the headquarters of each recruiting service.

- a. Determination of allocations. The five categories based on AFQT composite percentile scores are as follows—
  - (1) Category I from 93 and above.

- (2) Category II—from 65 to 92 inclusive.
  - (3) Category III—from 31 to 64 inclusive.
  - (4) Category IV—from 10 to 30 inclusive.
  - (5) Category V—(9 and below) will not be used.
- b. *Application of allocation grouping system.* Registrants are assigned to the services by predetermined allocation ratios. For example, if the allocation ratio for the Army was 50 percent then the Army would receive 50 percent of the registrants having a test rating of I. So far as practicable, the allocation policy will conform to the registrant's preference of Service. To indicate the registrant's preferences the following symbols will be used: Army-1, Air Force-2, Marine Corps-3, and None-N. These symbols will be added as the second factor to the basic allocation grouping system referred to in a above. For example, a registrant with a test rating of IV with no preference for Service will have a basic group of IV-N. As an exception, twins or other members of the same immediate family will be allocated to the same Service if they so indicate a preference. Allocation of conscientious objectors will be no different than for other inductees, except as outlined in paragraph 9-37.
- c. *Allocation lists.* Allocation lists will be prepared for each day on which inductions are to be accomplished. They will be prepared in the following manner—
- (1) Separate lists will be prepared for the registrants in each test category group (that is, Category I—one list, Category II—one list, and so on). The heading of each list consist of the date of allocation and test category group. The names on each list will be arranged in alphabetical order. After each name, the registrant's Service preference will be indicated.
  - (2) Tentative allocations will be made on the basis of each registrant's Service preference. Totals of the tentative allocations will be indicated as shown in figure 9-7.
  - (3) Totals of the tentative allocations will be compared with the authorized ratios to determine the degree of adjustment necessary in each Service allocations
  - (4) If, following tentative allocations, a shortage exists in any Service allocation and there are registrants who have not expressed a Service preference, these registrants will be assigned to the Service in which the shortage exists. Such registrants must be assigned prior to changing the allocation of any registrant who has expressed a Service preference.
  - (5) If there is need for further readjustment between the tentative allocations and required ratios, the following action will be taken—
    - (a) In the DOD Services (Army, Air Force, or Marine Corps) having an excess in the tentative allocation, begin at the top of the alphabetical list and select each fourth registrant for final allocation to the Service having a shortage. So far as possible, every fourth registrant will be assigned in conformance with his second Service preference.
    - (b) For further adjustments, the above process of selection will be reversed by starting at the bottom of the list until the allocations fall within the prescribed ratios.

- d. *Cumulative allocation adjustment.* Since only fractional shortages or an excess of allocation ratios are permissible, the daily allocation list cannot always conform to the required ratios. Fractional differences, however, can be adjusted on subsequent allocations. To accomplish such adjustments, cumulative records of allocations will be maintained and, by continuous adjustments of the daily allocation to required ratios, the final monthly totals of allocations to the four Services can be accomplished within the authorized ratios.
- e. Automated allocations. Automated allocations may be utilized in lieu of the manual allocation procedures outlined in paragraphs 9-36a through d.

### **9-37. Conscientious objectors allocated to the Marine Corps**

The Military Selective Service Act prescribes that inductees classified as conscientious objectors (1-A-0) by the SSS will be assigned to noncombatant service. Noncombatant service, as defined in paragraph 9-8, will be explained to registrants who have through allocation procedures, been assigned (for induction purposes) to the Marine Corps. They will then be afforded the opportunity to declare whether or not the occupational fields available in the Marine Corps are acceptable to them. DA Form 3544-R (Statement of Understanding—Conscientious Objectors (1-A-0)) will be used for this purpose. Those who desire further counseling concerning their rights and opportunities available in the Marine Corps will be referred to the Marine Corps liaison representative. Registrants who decline assignment to all of the noncombatant occupational fields available in the Marine Corps will be inducted into other Armed Forces currently accepting inductees (of the individuals preference, if practicable) where medical occupational specialty assignments are available. Cumulative records of allocations maintained according to paragraph 9-36d will be adjusted accordingly. The completed statement will be forwarded with other records to the appropriate Marine Corps recruit depot or filed with a copy of the allocation list, depending upon whether the individual accepts or declines assignment to the occupational fields available in the Marine Corps.

### **9-38. Induction**

The following procedure will be followed in the induction of all registrants into the Armed Forces—

- a. Registrants who have been determined to be fully qualified for induction in all respects will be assembled. The induction officer will inform them of the imminence of induction quoting the following—

"You are about to be inducted into the Armed Forces of the United States, in the Army, the Air Force, or the Marine Corps, as indicated by the Service announced following your name when called. You will take one step forward as your name and Service are called and such step will constitute your induction into the Armed Forces indicated."
- b. Registrants who fail or refuse to step forward when their name is called will be removed quietly and courteously from the presence of the group about to be inducted and processed (see para 9-40).
- c. A commissioned officer or warrant officer (see para 6-6a) then will call the roll and the foregoing procedure will be carried out. All who have stepped forward will be informed that each and every one of them is a member of the Armed Forces concerned, using the language exactly as stated:

"You have now been inducted into the Armed Forces of the United States indicated when your name was called. Each one of you is now a member of the Armed Forces concerned, and amenable to regulations and the Uniform Code of Military Justice and all other applicable Laws and regulations."

### **9-39. Oath of allegiance ceremony**

The oath of allegiance is not a part of the induction. Registrants who have been inducted will be informed that the taking of the ceremonial oath of allegiance is not part of the induction. The oath will be administered by any commissioned officer of any Armed Force as soon after the induction as practicable. In every instance, there will be an appreciable break to ensure that the taking of the ceremonial oath does not appear to be any part of the induction. MEPS commanders may permit the oath to be administered at other locations if requested by the Service in which inductee was inducted. Inductees will be informed of their right to take the oath of allegiance by affirmation and to omit "So help me God." If a non-declarant alien is a member of the newly inducted group, the officer will explain the difference between the ceremonial oath of allegiance and the ceremonial oath of service and obedience.

a. The oath of allegiance reads as follows—

"I,       (Name)      , do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; and I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God."

b. In the event of non-declarant aliens not desiring to take the oath of allegiance, they may be administered the following oath of service and obedience—

"I,       (Name)      , a citizen of and without intention of surrendering such citizenship, do solemnly swear (or affirm) that I will serve the United States honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice."

- c. Inductees who refuse to subscribe to the oath of allegiance or oath of service and obedience, whichever is appropriate, will be advised that they are already members of the United States Army, Air Force, or Marine corps, whichever is appropriate. For such an inductee, DA Form 873 under Executive Order (EO) 10450 will be prepared (see para 9-47).
- d. Immediately following the induction and oath of allegiance or oath of service and obedience, Art 85 (Desertion) and Art 86 (AWOL) of the UCMJ, will be explained to all inductees. Inductees will also be advised that they are subject to the UCMJ and that the required articles will be explained to them within a few days after arrival at their first duty station.

#### **9-40. Refusal to submit to induction**

Registrants who have been removed from the group as prescribed in paragraph 9-38b and persist in their refusal to submit to induction will be informed that refusal constitutes a felony under the provisions of the military Selective Service Act, 50 App U.S.C., Section 462. They will be further informed that conviction of such an offense under civil proceedings will subject them to punishment by imprisonment for not more than 5 years or a fine of not more than \$10,000, or both. They will then be informed again of the imminence of induction using the language specified in paragraph 9-38a, and their names and services again will be called. If they step forward at this time, they will be informed that they are a member of the Armed Forces concerned, using the language specified in paragraph 9-38c. If, however, they persist in refusing to be inducted, the following action will be taken—

- a. Registrants who refuse induction will not be furnished any means of transportation.
- b. A letter of notification of refusal to submit to induction will be prepared in three copies. (See fig 9-2 for a sample format.) The original, together with the statement described in paragraph 9-10a, will be submitted to the US Attorney for the judicial district in which the MEPS is located. One copy will be forwarded to the SSS MLO and one copy will be retained at the MEPS. USMEPCOM will also update the registrant's status in the data base. Notification will include the following information—
  - (1) Name, SSN and address of registrant and witnesses.
  - (2) Registrant's SSN.
  - (3) Address of SSS area office.

#### **9-41. Name in which inducted**

Ordinarily, a registrant will be inducted into the Armed Forces in the name that appears on the Order to Report for Induction. However there is no regulatory or statutory requirement that a registrant be inducted only in the name reflected on the induction order or other records and forms accomplished by the SSS, birth certificate, baptismal certificate, or court order authorizing change of name. In the absence of evidence of fraudulent intent (for example, to evade law enforcement officials or to conceal a criminal record), there is no legal objection to the induction of a registrant in the name he has assumed and later claims at the time of induction. The registrant's assumed name will be placed on [DD Form 1966](#) series, and other records prepared during the induction processing. The previous name will be noted on those records. The disposition reported to the SSS will be in the enlistment packet.

#### **9-42. Grade in which inducted**

All registrants inducted under this regulation will be inducted in grade E1. Registrants may be inducted in the grade of E2, who have completed any of the following: 3 or 4 Junior Reserve Officers Training Corps (JROTC) Program (or the equivalent National Defense Cadet Corps program) or 2 or more years of college level Reserve officers Training Corps. Documentation reflecting the successful completion is required. Those individuals who lack documentation will be inducted in grade E1; however, they may present documentation to their personnel officer at any time prior to the completion of 4 months of service and request appropriate grade adjustment. The effective date of grade, for rank and pay purposes, will be adjusted to the date of induction upon the presentation of documentation to the personnel officer.

#### **9-43. Personnel affairs orientation**

Inductees will be given orientations concerning their rights under the Soldier's and Sailor's Relief Act and legal assistance, regarding the advisability of having a will, powers of attorney, and estate planning, while on active duty. General leave policies (provisions for 30 days of annual leave and respective service procedures for granting leave upon completion of basic or advanced training) will also be explained.

#### **9-44. Entrance National Agency Check (ENTNAC)/ National Agency Check.**

ENTNAC'S are required by Department of Defense Regulation 5200.2R on all inductees.

- a. An ENTNAC will be submitted on those inductees who do not require a moral waiver. This ENTNAC may be either automated or manual. For those inductees requiring a moral waiver, the ENTNAC will not be submitted until the waiver is approved.
- b. An Automated ENTNAC will be completed on all individuals who qualify according to DOD 5200.2-R. Results of "Favorable" will be filed in the individuals records and provided the service upon activation. If the inductee has departed for active duty, the results will be forwarded to the appropriate service. If the results are "Possible Match", the MEPS will immediately submit a Manual ENTNAC. No further processing is authorized until the results of the Manual ENTNAC are received. If the inductee has departed for training, the MEPS will forward these results to the respective service using certified mail.
- c. A Manual ENTNAC will be completed on all other individuals being inducted. "Favorable" results will be filed in the individuals records and provided the service upon departure to training. "Expanded" results will be reviewed by MEPS personnel to determine if a waiver is required (para 9-17) and then filed in the inductee's record. "Expanded" results, received after the inductee has departed for training, will be provided to the Service.
- d. If the induction process is in the "One Step" mode, results of the ENTNAC will be forwarded by MEPCOM to the Service. Service Commanders will investigate "Possible Match" automated results and "Expanded" manual results.
- e. If the induction process is in the "Two Step" mode, USMEPCOM will forward results to the Services for any inductees who have already departed, USMEPCOM will submit manual ENTNACs for automated ENTNACs resulting in a "Possible Match". MEPCOM will investigate manual ENTNACs that are returned with "Expanded" results on inductees who have not departed for training. MEPCOM will process moral waivers on information revealed from an ENTNAC on inductees who have not departed.

## Section VII

### Preparation and Disposition of Records and Disposition Reporting

#### 9-45. DA Form 873 (Certificate of Clearance and/or Security Determination)

- a. *Preparation.* This form will be prepared for all inductees refusing to subscribe to the oath of allegiance or oath of service and obedience, whichever is appropriate (para 9-40). Under Part I, the following items will be completed: FROM (originating headquarters), name, military grade, SSN, date of birth, and place of birth. Under Part III, enter "Not eligible for security clearance and/or assignment to specific geographical areas because of refusal to subscribe to (oath of allegiance) (oath of service and obedience)." Authority for the entry cited will be AR 601-270/AFJI 36-2003/MCO P1100.75, paragraph 9-47, as appropriate. Under Part IV, the preparing official (induction officer) will complete all items marked "Other" under "Distribution."
- b. *Disposition.* This form will be the first in the records folder forwarded to the station of initial reception. This form will serve as an alert to personnel so that appropriate entries regarding security clearance may be noted on records prepared at stations of initial reception. A copy will be forwarded to the COMMANDER, USMEP-COM (MOP), 2500 GREEN BAY ROAD, GREAT LAKES, IL 60064-3094.

#### 9-46. Induction travel orders

Orders will be prepared to direct the travel of inductees. See figure 9-8 for a sample of induction travel orders.

#### 9-47. Disposition of induction records

- a. The following documents will be forwarded to the initial reception activity—
  - (1) DA Form 873, when applicable.
  - (2) Induction travel orders (three copies).
  - (3) SF FORM 88, originals and any supporting documents.
  - (4) SF FORM 93, originals
  - (5) DA Form 4711-R, original (when applicable), and DA Form 2981.
- b. *Inductee.* Induction travel order document (one copy) will be furnished to the inductee.
- c. *MEPS.*
  - (1) For inductees, the following documents will be retained at the MEPS for 3 months and then destroyed.
    - (a) SF FORM 88, one copy, including supporting documents (when applicable).
    - (b) SF FORM 93, one copy.
    - (c) Waiver of civil offenses, one copy (when applicable).
    - (d) ASVAB score records.
  - (2) For registrants who are found disqualified for service (including those found disqualified due to temporary or remedial conditions), the ASVAB score records will be retained at the MEPS for 2 years and then destroyed. The following documents will be retained at the MEPS for 1 year and then destroyed.

- (a) SF FORM 88, one copy, including supporting documents (when applicable).
- (b) SF FORM 93, one copy.
- (c) DA Form 4711-R, original (when applicable).
- (d) DA Form 2981

#### **9-48. Registrant processing disposition**

Upon completion of the processing procedures set forth in this chapter, USMEPCOM will report accession information to the SSS and the Services concerned and report registrant examination information to the SSS. USMEPCOM will report dispositions by the means and in the manner specified and agreed upon in MOUs and the MEPRS.

### **Section VIII**

#### **9-49. Processing of Medical Officers and Other Health Specialists**

The Health Care Personnel Delivery System (HCPDS) (DOD directive under development) provides procedures for registration and induction of physicians, dentists, nurses and other health care personnel in the event of a national emergency. The standby procedures would be implemented at the direction of Congress and may include entrance processing of both men and women at Military Entrance Processing Station (MEPS). The first health care registrants may report to MEPS as early as 42 days after the implementation decision.



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<b>Army</b>	
RE-1	RE-2A (See note 1)
RE-1A	RE-4A (See note 2)
RE-1B	
RE-2	
<b>Marine Corps</b>	
RE-1	RE-3O
RE-1A	RE-3P (See note 4)
RE-3A	RE-3R
RE-3E	RE-3S (See note 5)
RE-3H (See note 3)	RE-3T
RE-3N	RE-3U
<b>Air Force</b>	
RE-1 with or without suffix	
<b>Coast Guard</b>	
RE-R1	RE-3L
RE-1	RE-3M
RE-3A (See note 3)	RE-3N
RE-3B	RE-3P (See note 4)
RE-3C (See note 3)	RE-3Q
RE-3D	RE-3R
RE-3E	RE-3S (See note 5)
RE-3F (See note 7)	RE-U
RE-3G	RE-3X
RE-3K	

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**Notes.**

1. Grade determination will be processed by first duty station.
2. Provided he meets citizenship requirements for induction as determined by the SSS.
3. Provided he is not eligible for classification in Class 3-A (Registrant Deferred Because of Dependency on Others) as determined by the SSS.
4. Provided he meets physical fitness standards for induction.
5. Provided he is not eligible for classification in Class 4-G determined by the SSS.
6. Provided he is not eligible for classification in Class 1-0 Alternative Service) as determined by the SSS.
7. Provided he meets maximum allowable weight standards for enlistment.

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**Figure 9-1. Reenlistment eligibility codes not disqualifying for induction**

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The following is a sample of the letter of notification to be sent to U.S. Attorneys according to paragraph 9-40. It is not a standard format. Each MEPS may vary the content in accordance with instructions from the local US Attorney.

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(Unit Letterhead)

SUBJECT: Refusal to Submit-to Induction

United States Attorney  
 US District Court  
 (Appropriate City and State)

Dear Sir:

In compliance with the provisions of Army Regulation 601-270, paragraph 9-40, the following information is submitted pertaining to Mr. (Name), a Selective Service System (SSS) registrant who refused to submit to induction on (Date) at the Military Entrance Processing Station, (Address of MEPS).

Full name and address of registrant: \_\_\_\_\_  
\_\_\_\_\_(Name) (Address) \_\_\_\_\_

SSS Number: \_\_\_\_\_(Social Security Number)\_\_\_\_\_

Number and address of SSS Local Board to which registrant is assigned: \_\_\_\_\_

(SSS Board) \_\_\_\_\_

The name of the registrant appearing on the SSS Delivery List, dated \_\_\_\_ (Date) \_\_\_\_\_ indicating the date of delivery as \_\_\_\_ (Date) \_\_\_\_\_. \* The registrant reported to the Military Entrance Processing Station on (Date) , and was processed for induction according to applicable provisions of chapter 9 (Processing of Selective Service System Registrants) of Army Regulation 601-270.

Mr. \_\_\_\_\_ (Name) \_\_\_\_\_ was determined fully qualified for induction in all aspects.

All registrants who were determined fully qualified for induction were assembled. The Induction Officer informed them of the imminence of induction, quoting the following as prescribed by Army Regulation 601-270, paragraph 9-39A.

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### Figure 9-2. Format of a letter to U.S. Attorney

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\*If the registrant was ordered to report to another MEPS, the date of the SSS delivery list containing the subject registrant's name and reporting date is to be obtained through the SSS MLO and cited in this letter. A Statement will be added to reflect that the registrant was ordered to report to one MEPS but reported to another and the reason therefore.

"You are about to be inducted into the Armed Forces of the United States, in the Army, the Air Force, or the Marine Corps, as indicated by the Service announced following your name when called. You will take one step forward as your name and Service are called, and such step will constitute your induction into the Armed Force indicated."

When Mr. \_\_\_\_ (Name) \_\_\_\_'s name and service were called, he refused to step forward. He was removed from the presence of the group about to be inducted and processed as prescribed in Army Regulation 601-270, paragraph 9-40.

Mr. \_\_\_\_ (Name) \_\_\_\_ persisted in refusing to submit to induction. He was informed that such refusal constitutes a felony under the provisions of the Military Selective Service Act of 1967, as amended. He was informed further that conviction for such an offense under civil proceedings could subject him to punishment by imprisonment for not more than 5 years or a fine of not more than \$10,000, or both. He was then informed again of the imminence of induction by the Induction Officer, who quoted the following: "You are about to be inducted into the Armed Forces of the United States, in the Army, the Air Force, or the Marine Corps, as indicated by the Service announced following your name when called. You will take one step forward as your name and Service are called, and such step will constitute your induction into the Armed Force indicated."

Mr. \_\_\_\_ (Name) \_\_\_\_'s name and Service were again called, but he still refused to step forward.

The above proceedings were witnessed by the following personnel:

WITNESSES:

(Complete names and addresses)

\_\_\_\_ (Name) \_\_\_\_\_

\_\_\_\_ (Address) \_\_\_\_\_

Attached is statement prepared by \_\_\_\_ (Name) \_\_\_\_ attesting to Mr. \_\_\_\_ (Name) \_\_\_\_'s refusal to be inducted.

(Signature)

Copies furnished:  
Region Manager, SSS  
SSS MLO  
MEPS File Copy

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**Figure 9-2. Format of a letter to U.S. Attorney—Continued**

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SAMPLE ENDORSEMENT FOR MORAL WAIVERS

The following endorsements to DA Form 2891 will be used for recording moral waiver determinations under the provisions of paragraph 9-17.

FILE \_\_\_\_\_(Name)\_\_\_\_\_ Ind

SUBJECT: Waiver of Civil Offenses

TO:

Request for waiver of civil offenses is approved and induction into the Armed Forces (Army, Marine Corps, or Air Force) is authorized, provided the registrant is otherwise qualified. This is not to be construed as authorization for induction into any Armed Force not currently accepting personnel for induction.

FOR THE COMMANDER:

---

FILE \_\_\_\_\_(Name)\_\_\_\_\_ Ind

SUBJECT: Waiver of Civil Offenses

TO:

1. Request for waiver of civil offenses is approved and induction into the Armed Forces (Army, Marine Corps, or Air Force) is authorized, provided the registrant is otherwise qualified and a complete release from all forms of civil restraint, except for an unconditional unsupervised probation or unconditional suspended sentences has been obtained. This is not to be construed as authorization for induction into any Armed Force not currently accepting personnel for induction.

2. Upon receipt of information that the registrant is released from all forms of civil restraint or that the registrant is subject to only unconditional unsupervised probation or unconditional suspended sentences the registrant may be inducted without further reference to a higher headquarters.

---

**Figure 9-3. Sample endorsement for moral waivers**

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3. The registrant is (or it appears the registrant may still be) subjected to civil restraint as a result of the disposition(s) of offenses.

\_\_\_\_\_  
\_\_\_\_\_  
(fill-in) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE COMMANDER:

(fill-in) \_\_\_\_\_

FILE \_\_\_\_\_ Ind

SUBJECT: \_\_\_\_\_(Title)\_\_\_\_\_Waiver of Civil Offenses

TO:

1. Request for waiver of civil offenses is approved and induction into the Armed Forces (Army, Marine Corps, or Air Force) is authorized, provided the registrant is otherwise qualified and a complete release from all forms of civil restraint (with the exception of registrants under unconditional unsupervised probation or unconditional suspended sentence), except the existing support court order has been obtained. This is not to be construed as authorization for induction into any Armed Force not currently accepting personnel for induction.

2. Upon receipt of information from the SSS area office that the registrant is released from all forms of civil restraint, except support court order, or that the registrant is subject to only unconditional unsupervised probation or unconditional suspended sentence, he may be inducted without further reference to a higher headquarters.

FOR THE COMMANDER:

\_\_\_\_\_(Name)\_\_\_\_\_

FILE \_\_\_\_ (Name) \_\_\_\_\_ Ind

SUBJECT: Waiver of Civil Offenses

TO:

Request for waiver of civil offenses for the purpose of induction into the Armed Forces (Army, Marine Corps, or Air Force) is not favorably considered.

FOR THE COMMANDER:

Note: Offenses are classified as misdemeanor or felony per local and State Law.

**Figure 9-3. Sample endorsement for moral waivers—Continued**

f a registrant states these law violations on DA Form 4711-R	Verification required Yes NO	Required verification documents	Prepared by	After offenses verified, is waiver required Yes No	Waiver Authority MEPS MEPCOM CDR CDR
1. Minor traffic offenses					
a. 5 or less in 1 year	X				
b. More than 6 in 1 year	X	DA 4711-R	Registrant	X	X
		DA 2981	Registrant		
		DA 370	MW Clk		
2. 2 or less minor traffic offense	X	Same as 1b	Same as 1b	X	
3. 3 or more minor non traffic offenses	X	Same as 1b	Same as 1b	X	X
4. 1 misdemeanor	X	Same as 1b	Same as 1b	X	
5. 2 or more non-minor misdemeanors	X	Same as 1b	Same as 1b	X	X
6. Adverse juvenile adjudication for 1 or more juvenile "felonies"	X	DA 4711-R DA 2981 DA 370	Registrant Registrant MW Clk		MEPS Commander may automatically disqualify with out further review; or, if desires, may forward documents to MEP-COM for waiver.
7. 1 adult felony	X	DA 4711-R DA 2981 DA 369 DA 370	Registrant Registrant MW Clk MW Clk	X	X
8. More than 1 adult felony	X	DA 4711-R DA 2981	Registrant Registrant		Automatic disqualification—cannot be waived.
9. Juvenile offenses with no convictions and no adverse Juvenile adjudication.	X	DA 4711-R	Registrant	X	
10. Alleged violations of State, Federal, and territorial statute with charges filed and pending	X	DA 4711-R DA 2981 DA 369 DA 370	Registrant Registrant MW Clk MW Clk		If alleged pending violations are verified, MEPS commander must await final disposition of charges before determining whether waiver is required.
11. Conditional release from criminal charges with induction into Armed Forces as alternative to trial.	X	Same as 9	Same as 9		MEPS commander must await final disposition of charges. A registrant may not be inducted as an alternative to trial.
12. Charges filed and pending for minor traffic offenses	X				

**Figure 9-4 Procedures for verifying offenses and processing moral waivers**

- 
1. Acromegaly or gigantism, enlargement of hands, feet, and face due to disease of pituitary gland.
  2. Acquired Immunodeficiency Syndrome (AIDS)
  3. Addiction to drugs, confirmed by medical certification, civil authority, or court record.
  4. Alcoholism, chronic, confirmed by medical certification, civil authority or court record.
  5. Amputation of arm or leg.
  6. Aphonia loss of voice.
  7. Blindness, complete both eyes.
  8. Brain, hernia of.
  9. Deafness, complete both ears.
  10. Deformities of marked degree which seriously interfere with normal body function and weight-bearing power.
  11. Severe deformities of the mouth, throat, or nose which interfere with speech or the mastication of ordinary food.
  12. Elephantiasis, severe swelling of extremities.
  13. Empyema (accumulation of pus in the lung cavity) or unhealed sinuses of the chest wall following surgery for empyema.
  14. Epispadias or Hypospadias (congenital deformity of penis). When urine cannot be voided in such a manner as to avoid soiling of clothing or surroundings or when accompanied by evidences of chronic infection of the genito-urinary tract.
  15. Eye, loss of.
  16. Harelip, severe, causing speech defects.
  17. Hermaphroditism.
  18. Human Immunodeficiency Virus (HIV) antibody positively.
  19. Kidney, congenital or surgical absence of one.
  20. Leprosy.
  21. Mental retardation, severe
  22. Multiple sclerosis.
  23. Muscular dystrophy.
  24. Mutism, inability to speak, regardless of cause.
  25. Neurosyphilis of any form.
  26. Organic valvular diseases of the heart, including those improved by surgery.
  27. Paraplegia.
  28. Penis, amputation of, if the resulting stump is insufficient to permit normal function.
  29. Pneumonectomy, removal of entire lung.
  30. Psychosis, current or history of any type.
  31. Pulmonary tuberculosis, active
  32. Scars, extensive, deep, or adherent, that interfere with muscular movement or show a tendency to breakdown and ulcerate.
  33. Skull, deformities of (depressions or protrusions), associated with disease of the brain, spinal cord, or peripheral nerves.
  34. Stammering or stuttering, severe.
  35. Tracheostomy.
  36. Tumor, malignant, regardless of size or location.
  37. Tumor, benign, of trachea, bronchi, lungs, pleura, or mediastinum.

**Figure 9-5. Obvious physical disqualifying conditions for military service**

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Education level of registrant and failure category	Screening actions required	Determination
1. NON-HIGH SCHOOL GRADUATES.		
a. True failure as determined by failure keys.	No further screening.	Reject.
b. Undetermined category as indicated by failure keys.	No further screening.	Reject.
c. Deliberate failure as determined by failure keys.	Terminal screening interviewers conduct initial/intensive personal interviews.	
(1) Same as 2b(1) below.		
(2) Same as 2b (2) below.		
2. HIGH SCHOOL GRADUATES.	No further screening.	Reject.
a. True failure		
b. Undetermined or deliberate failures	Terminal screening interviewers conduct initial/intensive personal interviews.	Reject
(1) Mental ability to pass AFQT portion of ASVAB confirmed by screening devices and interview(s).	No further screening.	Administratively accept.
(2) Failing score determined by terminal screening interviewer to represent true measure of ability.	No further screening.	Reject.
3. NON HIGH SCHOOL GRADUATES (NON-ENGLISH SPEAKING).	No further screening.	Reject.
a. True failure.		
b. Undetermined.	No further screening.	Reject.
c. Failure with less than 12 months in CONUS	Annotate test scoring work sheet that reexamination may be justified later.	RBJ—6 months.
d. Deliberate failure.	Terminal screening interviewers conduct initial/intensive personal interviews.	
(1) False claim to be non-English speaking suspected (malingering confirmed) but does not have mental capability to pass.	No further screening.	Reject.

**Figure 9-6. Decision table for terminal screening and determining administrative acceptance**



(Applicable when the provisions of paragraph 9-36 of AR 601-270 are invoked.)

Date

(Day) (Month) (Year)

Category A-1

Allocation to:

Trainee	p1	Army (1)		AirForce (2)		Marine Corps (3)	
		T'tive	Final	T'tive	Final	T'tive	Final
Allen, Henry.....	13	X	X				
Bingham, Charles	21						
Dahon, John	23						
Eriss, Wilson	31			X	X		
Evans, Walter	12	X	X				
Laury, Winston	32			X	X		
Lewis, George	43					X	X
Moser, John	12	X	X				
Munson, John	12	X	X				
Munson, Reginald	31			X	X		
Nune, Paul	13	X	X				
Paterson, David	12	X	X				
Peterson, Wylie	N	X	X				
Post, James	23						
Runner, William	23						
Russell, Frank	21						
Russell, William	21						
Stone, Paul	13	X	X				
Thomas, William	12	X	X				
Williams, Fred	32			X	X		
Total					4		1
Tentative			9				
Authorized					4		1
Quota			10				
Final					4		
Total			10				1
<b>Computation of authorization: Total listed 20</b>				.50	10 Army		
				.20	4 Air Force		
				.05	1 Marine Corps		

**Notes.**

1. Enter service preference in this column using code designation as follows: Army-1, Air Force-3, Marine-4, none-N.
2. For purpose of illustration only. In the event of mobilization, the actual distribution table will be provided by OSD in coordination with services. In the event of mobilization, the actual distribution will be provided by OUSD (P&R) in coordination with the services.

**Figure 9-7. Allocation record**

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(MEPS LETTERHEAD)

Induction Travel Order No. 111-11

1. Having been inducted into the United States Army this date, in pay grade E1, unless other wise indicated, the following personnel are assigned and will report to FORT KNOX, KENTUCKY not later than 12:00 PM (midnight), 10 July 19\_\_, unless otherwise indicated below.

Remarks/

2. NAME/SSN Special Instructions-

\*DOE, JOHN J. 111-11-1111

JOHNSON, GARY W. 222-22-2222 Inducted in pay grade E3.

SMITH, PETER E. 333-33-3333

JONES, EDWARD S. 444-44-4444

/s/ Allen S. Craig, CPT, USAF

DISTRIBUTION: /t/

1-ea inductee

2-group leader

3-Ft. Knox, KY

\* Group leader

PETER S. JOHNSON

Major, USA

**Figure 9-8. Sample induction travel order**

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## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **AR 12-1**

Security Assistance—Policy, Objectives, and Responsibilities.

###### **AR 20-1**

Inspector General Activities and Procedures. (Cited in para 1-4.)

###### **AR 25-30**

The Army Integrated Publishing and Printing Program. (Cited in para 3-12. )

###### **AR 40-330**

Rates Codes, Expense and Performance Reporting Systems, Centralized Billing, and Medical Services Accounts. (Cited in para 8-1.)

###### **AR 40-501**

Standards of Medical Fitness. (Cited in paras 8-2, 9-21, 9-25)

###### **AR 55-355**

Military Traffic Management Regulation; AFJI 124-211; MCO P4600.14A; DLAR 4500.3).(Cited in para 6-8.)

###### **AR 601-222**

Armed Services Military Personnel Accession Testing Programs; MCO 1130.52B; AFJI 36-2016; CG COMDINST 1130.52B). (Cited in paras 2-1 and 9-32.)

###### **AFMAN 48-123**

Medical Examination and Medical Standards. (Cited in paras 8-2) (This publication is available from AIR FORCE PUBLICATION DISTRIBUTION OFFICE, 4008A, BOLLING AIR FORCE BASE, WASH DC 20332)

###### **MCO 1130.52**

Military Personnel Procurement Armed Services (Student) Testing Program. (Cited in para 3-2.) (This publication is available from COMMANDANT OF THE MARINE CORPS, CODE AR, ROOM 1305, ARLINGTON ANNEX, WASH DC 20380).

###### **MCO P1610.7**

Performance Evaluation System.

###### **MOU**

Memorandum of Understanding between The Selective Service System and the Department of Defense concerning combined Examination/Induction and Automatic Data Processing Procedures during Peacetime and Mobilization.

###### **USMEPCOM Reg 715-3**

Contract for Meals and Lodging. (Cited in para 5-4.) (This publication is available from HQ, USMEPCOM, ATTN: MRM, 2500 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094

## **Section II**

### **Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

#### **AFRESR 33-1**

Recruiting and Enlistment Procedures for the United States Air Force Reserve.

#### **AR 25-400-2**

The Modern Army Record Keeping System (MARKS).

#### **AR 135-100**

Appointment of Commissioned and warrant Officers of the Army.

#### **AR 135-101**

Appointment of Reserve Commissioned officers for Assignment to Army Medical Department Branches

#### **AR 380-67**

Department of the Army Personnel Security Program.

#### **AR 601-210**

Regular Army and Army Reserve Enlistment Program.

#### **DODI 1145.2**

United States Military Entrance Processing Command.

#### **DOD 5000.12-M**

DOD Manual for Standard Data Elements.

#### **DODD 1315.7**

Military Personnel Assignments (OSD (FM&P)).

#### **DODI 4000.19**

Inter-service, Interdepartmental, and Interagency Support.

#### **NGR(AF) 36-2**

Appointment of Officers in the Air National Guard of the United States and as a Reserves of the Air Force.

#### **NGR(AF) 39-9**

Enlistment and Reenlistment in the Air National Guard and as a Reserves of the Air Force.

## **Section III**

### **Prescribed Forms**

#### **DA Form 2981**

Application for Determination of Moral Eligibility for Induction

#### **DA Form 3544-R**

Statement of Understanding—Conscientious Objectors

#### **DA Form 4711-R**

Statement of Law Violations

**Section IV**  
**Referenced Forms**

**DA Form 873**

Certificate of Clearance and/or Security Determination

**DA Form 1811**

Physical Data and Aptitude Test Scores upon Release from Active Duty

**DA Form 3975-1**

Military Police Report – Additional Offenses

**DA Form 3975-2**

Military Police Report – Additional Subjects

**DA Form 3975-3**

Military Police Report – Additional Victims

**DA Form 3975-4**

Military Police Report – Additional Persons Related to Report

**DA Form 3975-5**

Military Police Report – Additional Property

**DD Form 4/1, 4/2 and 4/3 Series**

Enlistment/Reenlistment Document—Armed Forces of the United States

**DD Form 93**

Record of Emergency Data

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 369**

Police Record Check

**DD Form 1966 Series**

Record of Military Processing Armed Forces of the United States

**DD Form 2280**

Armed Forces Fingerprint Card

**SF Form 86**

Questionnaire for National Security Positions

**SF Form 88**

Report of Medical Examination

**SF Form 93**

Statement of Medical History

**FD Form 258**

FBI Application Fingerprint Card

**CG Form 4113**

Record of Emergency Data

**Selective Service System, Form 252**

Order to Report for Induction

**USMEPCOM Form 714A**

Request for Examination

## **Appendix B**

### **Standards for MEPS Ceremonial Rooms**

#### **B-1. Ceremonial room decor and equipage**

Ceremonial room decor and equipage will be as specified by USMEPCOM regulation.

- a. The carpet, drapes and wall coverings will be furnished according to the current special requirements package.
- b. Wood-grained vinyl wall covering or appropriate finish.
- c. Rostrum of professional quality with DOD seal affixed.
- d. Flag, National, United States, 4'4" hoist by 5'6" fly, nylon or silk.
- e. Flag, State, to represent each state served by the MEPS.
- f. Flag, organization, US Army, US Air Force, US Marine Corps, and US Coast Guard.
- g. Seals, US Army, US Air Force, US Marine Corps, and US Coast Guard.

#### **B-2. Ceremonial rooms**

Ceremonial rooms will be used only for administering the Oath of Enlistment and other auspicious events such as change of command, presentation of awards, and other ceremonies.

## **Appendix C**

### **Special Purpose Testing**

The special purpose tests listed below are authorized for use by MEPS. These tests are administered to personnel who are eligible for applicable tests when sponsored by the appropriate Service commander or representative. These requests require local level advanced coordination.

- a. Air Force office Qualifying Test (AFOQT) (Air Force only).
- b. Analysis Aptitude Test (AAT) (Air Force and Army only). May also be called Radio Communication Analysis Test.
- c. Army Motor Vehicle Driver Battery (MVDB) (Army only).
- d. Auditory Perception Test (AP) (Army, Air Force, and Marine Corps. May be referred to as Army Radio Code Test (ARC)).
- e. Defense Language Aptitude Battery (DLAB) (Army, Air Force, and Marine Corps only).
- f. Defense Language Proficiency Test (DLPT) (Army, and Air Force only).
- g. Electronic Data Processing Test (EDPT) (Marine Corps and Air Force only).
- h. English Comprehension Level Test (ECLT) (Available for use by Army, Air Force, and Marine Corps).
- i. Alternate Flight Aptitude Selection Test (AFAST) (Army only).
- j. Officer's Selection Battery (Army only).
- k. Air Force Dental Aptitude Test (AFDAT) (Air Force only).
- l. Radio Communication Analysis Test (RAT) (Air Force only).

## Appendix D Assignment Qualifications

Table D-1 below list the assignment qualifications for officers.

Table D-1 Assignment qualifications for officers				
Position	Grade	Qualifications	Asgmt Overlap	Tour Length
HQ/Sector Staff	02/06	Determined by proponent service	Contact	3 years
Sector Cdrs.	06	Determined by proponent service	2 weeks	2 yrs w/3d yr coordinated on case-by-case basis.
MEPS Cdrs. Baltimore Chicago Dallas Los Angeles New York Oakland	05	CGSC/AFSC grad or equivalent.	2 weeks	3 years
MEPS Cdrs. All others	04	CGSC/AFSC grad or equivalent.  XO screened or grad of Amphib. Warfare School, or equivalent intermediate school. Successful company command.	Contact	3 years
MEPS Operations Officer	03/04	Advanced course grad or equivalent.	Contact	3 years

### D-2. Assignment qualifications for enlisted are as follows—

Personnel selected for assignment to USMEPCOM must be mature individuals with sufficient military experience and personal stability to perform independently with a minimum of supervision and leadership. The following criteria are essential in identifying individuals professionally qualified and personally prepared for assignment to HQ USMEPCOM. While career enhancing, the enlisted tour length in USMEPCOM is limited to 36 months. This rotation schedule allows for professional development.

- Minimum grade.* E-5. Enlisted personnel below the grade of E-5 will not be assigned to a MEPS without approval of the Commander, USMEPCOM.
- Time in service.* 3 years. Personnel with less than 3 years of active service will not be assigned without the approval of the Commander, USMEPCOM.
- Retention.* Minimum of 3 years of service to expiration of term of service (ETS) after arrival at the MEPS.
- Education.* High school graduate.
- Communication skills.* Read and speak English clearly. The daily conduct of group briefings and individual instructions to applicants requires all assigned personnel meet this qualification. Non-DOD documents supporting applicant processing demand understanding to determine required action.



- f. *Financial stability.* Have demonstrated financial responsibility. Additional expense of living in a civilian community must be expected. Support facilities and activities normally associated with a major military installation may not be available.
- g. *Personal character.* No record of convictions by courts-martial or civil authority. An individual with an identified drug or alcohol problem will not be assigned to a MEPS. No record of non-judicial punishment under UCMJ, within the last 3 years.
- h. *Drivers license.* No physical limitations preventing the operation of a military sedan.
- i. *Appearance.* Meet height/weight and grooming standards of their service.

## **Appendix E**

### **Medical Examination**

#### **E-1. General**

General medical examining policies and procedures are contained in chapter 8. Medical examinations will generally consist of a medical history and clinical evaluation, laboratory findings, and other measurements and findings, as prescribed in AR 40-501. Further evaluation may be required to ascertain whether an applicant meets special requisites for enlistment under certain programs. Prior service applicants will be medically examined as required by the respective Services. Item numbers specified in this appendix refer to item numbers on the SF FORM 88, unless otherwise noted.

#### **E-2. Preparation for physical examinations**

Since parts of the medical examination require the examinees to undress down to undershorts for men and bra and panties for females, all examinees must have these items when reporting for examination. When required to undress, provisions will be made for securing clothing. Personal items, such as watches and billfolds, will be retained by the applicant (on his or her person) or at the applicant's option, placed in a locker. Gowns will be provided for females. A MEPS female technician will always be present when female applicants are undergoing the physical examination and are undressed.

#### **E-3. Examining physician's evaluation**

Clinical evaluations and diagnostic determinations are a responsibility of the examining physician under supervision of the chief medical officer. The examining physician will carefully evaluate medical history information furnished by the applicant and summarize, in item 25, FORM 93, all pertinent data. These responsibilities will not be further delegated.

Orthopedic/neurologic screening will not exceed 6 applicants per examining physician and may be accomplished on an individual basis when feasible or practical. Applicants will be scheduled to allow sufficient time for thorough evaluation by the examining physician. Routine tests and measurements will be performed by enlisted or civilian medical technicians.

#### **E-4. Clinical evaluation (general)**

The clinical evaluation comprises items 19 through 44, FORM 88. The examining physician will consider each step of the clinical evaluation individually and carefully and make proper judgment by using accepted medical principles and procedures in conducting the medical examination. The clinical evaluation will include a physical inspection of the applicant's body to detect dermatological problems and needle marks from the possible illicit use of injectable drugs. Each item will be checked individually, and abnormal findings will be legibly recorded in black ink under "notes," specifying the number on the FORM 88 to which the abnormal findings refer. The findings may be continued under item 73, SF Form 88. The dental chart (item 44, SF FORM 88) will not be completed. Only "acceptable" or "unacceptable" will be entered in the remarks section of item 44. Any defects, resulting in a finding of "unacceptable" under item 44, will be recorded under item 74, SF Form 88.

#### **E-5. Orthopedic evaluation**

This examination consists of specific movements, maneuvers and positions described in paragraph 2-9 and 2-10, AR 40-501 and issued to detect abnormalities in posture and gait, limitations of joint motion, deformities, lack of muscle strengths impairment of coordination atrophy, absence of muscle or digits, skin abnormalities, scars and other abnormalities. It will be conducted in a well-lighted room so as to permit clear observation. Male applicants will remove all clothing except under-shorts. Female applicants will remove all clothing except bra and panties. The series of movements may be demonstrated by an enlisted or civilian technician, but must be observed closely by a physician for abnormalities. Groups will not exceed six applicants per physician. The physician will properly evaluate all abnormalities.

#### **E-6. Psychiatric evaluation**

A specific psychiatric evaluation will be made whenever there is reason to question the applicant's emotional, social, or intellectual adequacy for military service. Such applicants will be referred to a psychiatrist when deemed necessary by the chief medical officer, or the chief medical officer may make the final psychiatric evaluations (See AR 45-501, chap 2, for causes for disqualification for psychiatric reasons.) The mere possibility that a psychiatric condition will arise later in military service should not be sufficient reason, in itself, for disqualification; however, such a possibility should be considered in the light of other findings (such as conviction of juvenile court adjudication for serious offenses involving moral turpitude). Psychiatric determination of mental deficiency will be made independently of the applicant's mental scores, although these scores may be useful as confirmatory evidence of this disorder. The short time afforded the medical examiners at the MEPS does not permit them to arrive at a proper psychiatric functional evaluation for profiling purposes. A more desirable time for evaluating the individuals functional ability, from a psychiatric standpoint, is during his or her basic training period. Therefore, any applicant who meets the current psychiatric standards for military service will be profiled "1" (no profile limitation), under the "S" factor in the PULHES system.

#### **E-7. Laboratory, measurements, and other findings**

Unless specifically required items 46, 48, 56, 62, 63, 65 through 70, SF FORM 88 will not be routinely completed. Item 72 is for MEPS use only for reporting applicant data. Pre-recording of any findings on SF FORM 88, before factual results are known, is not authorized.

- a. *Urinalysis.* Urine reagent strips will be used to routinely determine the sugar and albumin content of urine. Items 45a and 45d will not be a routine part of the enlistment examination, unless directed by the examining physician.

- b. *Serology.* The rapid Plasma Reagin Card Test will be used as the primary screening test for syphilis. The type of test and the results will be stated in Item 47.
- c. *Height and weight.* The individuals height will be measured barefoot and recorded in inches to the nearest quarter inch. Weight will be measured in under-shorts for men and bra and panties for females and recorded to the nearest pound. Body build will be recorded at this time. When required by the applicable service, body fat content will be determined and recorded.
- d. *Blood pressure and pulse.* Blood pressure and pulse will be routinely accomplished in a sitting position and recorded in items 57a and 58a of the SF FORM 88.
- e. *Vision.* The Armed Forces vision Test(AFVT) will be used for testing vision. Instructions for use of this instrument are contained in the instruction manual. Eye-glass prescription from an examination within the past two years will be record in items 60 and 61. If an applicant who wears glasses does not have a record of the prescription in the applicant's possessions it will be determined by the use of the lens measuring instrument, ophthalmic. Refractions when needed, may be obtained with automated eye refractors. Depth perceptions using the AFVT, will be conducted on all Air Force applicants.
- f. *Color vision.* The Pseudomatic Plates (PIP) color vision test will be administered to all examiners. Army applicants who fail the PIP test will be administered a red/green color vision test, either with the Farnsworth Lantern color perception test (FALANT) or by the Armed Forces vision Tester. All Air Force, Marine Corps, and Coast Guard applicants will be further tested with the FALANT.
- g. *Hearing.* Hearing tests will be accomplished by use of the automatic audiometers in sound-treated booths. Booths and audiometers must be calibrated according to current directives.
- h. *Pregnancy testing.* Pregnancy testing will be performed on all female applicants during all physical examinations and all physical inspections incident to enlistment and reenlistment. Initial results will be recorded in block 50. Repeat tests will be recorded with the height and weight included.

#### **E-8. Summary of defects and diagnoses**

Based on the clinical examination, significant medical defects, whether disqualifying or not, will be summarized in item 74, SF FORM 88. These diagnosis will be as specific and detailed as possible. Statements such as "disqualified for cardiovascular disease," "disqualified; psychiatric case," etc. are too general to be of value and should be avoided. The part or parts of the body affected will be specified whenever the diagnoses is not sufficient to localize the condition, as in cases of amputation, paralysis, aneurysm, or ulcers. Manifestations or symptoms of a condition will not be used instead of a diagnoses, except in those cases where definite diagnoses is not possible or feasible without extensive or expansive consultation. Abbreviations will be avoided. In the case of applicants found acceptable with venereal disease who were referred to a civilian agency for treatment, the following entry will be made in item 75: "Referred for treatment to a civilian agency."

#### **E-9. Physical profile**

This item will be completed by the Chief medical officer or fee-basis physician, when designated as the profiling officer by MEPS commander. Utmost care will be taken to ensure accurate entries under the physical profile.

#### **E-10. Qualification for military service**

The applicant's qualifications for military service will be indicated in item 77. All findings will be evaluated in terms of the standards prescribed in paragraph 8-2. If the applicant was found qualified, even though defects were stated in item 74, he or she will be informed of his or her medical fitness for military service. When applicable, the SF FORM 88 will be reviewed to ensure that additional requirements of the sponsoring service, or requirements necessary to ascertain whether the applicant meets special requisites for specific enlistment programs, have been accomplished. When an applicant is found to be medically unfit for military service, he or she will be informed by the examining physician concerning the disqualifying condition. If the condition is progressive and requires treatment, the applicant will be advised to seek the services of a family physician or local health agency. An entry will be made in item 75 reflecting the fact that the applicant has been informed of the condition requiring medical treatment. Applicants whose medical fitness cannot be immediately determined will be advised that they will be informed of their qualifications for military service by the sponsoring recruiting service.

#### **E-11. Signature**

The physician who performed the examination will sign in item 79. The CMO or other profiling physician will sign in item 82 after the applicant has been profiled and the examination completed. The typed or printed name of the physician will precede the signature.

#### **E-12. Reproduction of SF FORM 88 and SF FORM 93**

Completed and signed SF FORM 88 and SF FORM 93 will be reproduced in the required number of copies, using suitable reproduction equipment to provide legible, permanent copies.

### **Appendix F**

#### **Guidelines of Typical Offenses**

##### **F-1. Minor traffic offenses**

The following list is intended as a guide. offenses of a similar nature and traffic offenses treated as minor by local law enforcement agencies should be treated as minor.

- Blocking or retarding traffic
- Careless driving
- Crossing yellow line; driving left of center, disobeying traffic lights, signs, or signals
- Driving on shoulder
- Driving uninsured vehicle
- Driving with blocked vision
- Driving with expired plates or without plates
- Driving without license or with suspended or revoked license
- Driving without registration or with improper registration
- Driving wrong way on one-way street
- Failure to comply with officer's directives
- Failure to have vehicle under control
- Failure to keep to right or in line
- Failure to signal
- Failure to stop for or yield to pedestrian
- Failure to submit report following accident
- Failure to yield right of way

- Faulty equipment: defective exhausts horn, lights, mirror, muffler, signal device, steering device, tailpipe, windshield wipers
- Following too closely
- Improper backing: backing into intersection or highway, backing on expressway, backing over crosswalk
- Improper blowing of horn
- Improper parking: restricted area, fire hydrant, double parking
- Improper passing: passing on right, in no-passing zone, passing parked school bus, pedestrian in crosswalk
- Improper turn
- Invalid or unofficial inspection sticker; failure to display inspection sticker
- Leaving key in ignition
- License plates improperly displayed or not displayed
- operating overloaded vehicle
- Racing; dragging; contest for speed
- Reckless driving (single offense)
- Speeding
- Spinning wheels; improper start; zigzagging or weaving in traffic

## **F-2. Minor non-traffic offenses**

The following list is intended as a guide. Offenses of a similar nature should be treated as minor offenses. In doubtful cases, the following rule should be applied: if the maximum confinement under local law is 4 months or less, the offense should be treated as minor.

- Abusive language under circumstances to provoke breach of peace
- Carrying concealed weapon (other than firearm); possession of brass knuckles
- Curfew violation
- Damaging road signs
- Discharging firearm through carelessness
- Discharging firearm within municipal limit
- Disobeying summons
- Disorderly conduct; creating disturbance; boisterous conduct Disturbing the peace
- Drinking liquor on train (other than club car)
- Drunk in public; drunk and disorderly
- Dumping refuse near highway
- Fighting; participating in affray
- Fornication
- Illegal betting or gambling; operating illegal handbook, raffle, lottery, punchboard; matching cockfight
- Juvenile non-criminal misconduct: beyond parental control, incorrigible, runaway, truant, wayward
- Killing domestic animal
- Liquor: unlawful manufacture, sale, possession, consumption in public place
- Loitering
- Malicious mischief: painting water tower, throwing water-filled balloons, throwing rocks on highway, throwing missiles at athletic contests, throwing objects at vehicle
- Nuisance, committing
- Poaching
- Possession of cigarettes by minor

- Possession of indecent publications or pictures
- Purchase, possessions or consumption of alcoholic beverages by minor
- Removing property under lien
- Removing property from public grounds
- Robbing the orchard
- Shooting from highway
- Shooting on public road
- Simple assault
- Throwing glass or other material in road
- Trespass to property
- Unlawful assembly
- Using or wearing unlawful emblem
- Vagrancy
- Vandalism: injuring or defacing public property or property of another, shooting out street lights
- Violation of fireworks law
- Violation of fish and game laws

### **F-3. Misdemeanors**

The following is intended as a guide. Offenses of comparable seriousness should be treated as non-minor misdemeanors. In doubtful cases, the following rule should be applied: if the maximum confinement under local law exceeds 4 months but not 1 year, the offense should be treated as a non-minor misdemeanor or admits membership in the Communist Party ("Known Communists")

- Adultery
- Assault consummated by battery
- Bigamy
- Breaking and entering vehicle
- Check, worthless, making or uttering, with intent to defraud or deceive (value \$100 or less)
- Contributing to delinquency of minor
- Desecration of grave
- Driving while drugged or intoxicated
- Failure to stop and render aid after accident
- Indecent exposure
- Indecent, insulting, or obscene language communicated to another directly or by telephone
- Leaving dead animal
- Looting
- Negligent homicide
- Petty larceny (value \$100 or less); stealing hubcaps; shoplifting
- Reckless driving (two or more offenses)
- Resisting arrest
- Selling or leasing weapons to minors
- Slander
- Stolen property, knowingly receiving (value \$100 or less)
- Suffrage rights, interference with
- Unlawful carrying of firearms; carrying concealed firearms
- Use of telephone to abuse, annoy, harass, threatens or torment another

- Willfully discharging firearm so as to endanger life; shooting in public place
- Wrongful appropriation of motor vehicle; joy riding; driving motor vehicle without owner's consent. This group of motor vehicle offenses, and offenses of comparable nature and seriousness but variously described (auto theft, auto larceny, etc.), comprise the familiar case of taking or withholding a motor vehicle without authority and with intent temporarily to deprive the owner of his or her property. It does not encompass offenses where there is clear evidence that the offender intended permanently to deprive the owner of his or her motor vehicle. Offenses of the latter nature are included in grand larceny or embezzlement involving a value of over \$100.
- Wrongful use or possession of marijuana

#### **F-4. Felonies**

Offenses of comparable seriousness should be treated as felonies. In doubtful cases, the following rule will be applied: if the maximum confinement under local law exceeds 1 year, the offense should be treated as a felony.

- Aggravated assault; assault with dangerous weapon; assault intentionally inflicting great bodily harm; assault with intent to commit felony
- Arson
- Attempt to commit felony
- Breaking and entering with intent to commit a felony Bribery
- Burglary
- Carnal knowledge of a child under 16
- Cattle rustling
- Check, worthless, making or uttering, with intent to defraud or deceive (value over \$100)
- Conspiring to commit felony
- Criminal libel
- Extortion
- Forgery; knowingly uttering or passing forged instrument
- Graft
- Grand larceny; embezzlement (value over \$100)
- Housebreaking
- Indecent acts or liberties with child under 16
- Indecent assault
- Kidnapping abduction
- Mail matter: abstracting, destroying, obstructing, opening, secreting, stealing, taking mail: depositing obscene or indecent matter
- Maiming; disfiguring
- Manslaughter
- Misprision of felony murder
- Narcotics or habit forming drugs; wrongful possessions use, sale
- Pandering
- Perjury; subordination of perjury
- Public records: altering, concealing, destroying, mutilating, obliterating, removing
- Rape
- Riot
- Robbery
- Sedition; solicitation to commit sedition
- Sodomy

- Stolen Property, possessing, selling, etc.

## **Appendix G**

### **AR 601-270—Procuring forms through Selective Service System**

The following forms may be obtained from Selective Service System

DD 47	Record of Induction
DA 873	Certificate of Clearance and/or Security Determination
DA 2981	Application/for Determination of Moral Eligibility for Induction
DA 3544-R	Statement of Understanding-Conscientious Objectors (1-A-O)
DA 4710-R	Acknowledgment of Service Obligation
DA 4711 -R	Statement of Law Violations
DA 4714-R	Pre-induction Processing and Commissioning Data-Medical, Dental, and Allied Specialists Categories
DA 4790-R	Temporary Identification Number (TIN) Ledger
MEPCOM 714A	Request for Examination, is available from HQ US-MEPCOM. ATTN: MIM, 2500 Green Bay Road, North Chicago, IL, 60064-3094.

## **Appendix H**

### **Management Control Evaluation Checklist**

#### **H-1. Function**

Military Entrance Processing Stations

#### **H-2. Purpose**

To assist Commanders and supervisors in the qualification and accession of qualified applicants into the Armed Forces.

#### **H-3. Instructions**

Answers must be based on actual observation of operations in the Military Entrance Processing Stations and a review of supporting documents.

#### **H-4. Test Questions**

- Are applicants screened according to AR 40-501 and other applicable directives? (i.e. service unique requirements)
- Are mental qualifications tests administered according to applicable guidance?
- Are qualification tests handled to prevent test loss or compromise?
- Was an Entrance National Agency Check submitted for each applicant entering the Armed Forces?

#### **H-5. Supersession**

This checklist supersedes the checklist in AR 601-270 Military Entrance Processing Stations, previously published in DA Circular 11-89-1. For assistance in responding to questions, contact the functional proponent.

#### **H-6. Comments**

Help make this a better review tool. Submit comments to the HQDA(DAPE-MPA-CB), WASHINGTON DC 20310-0300.



## **Glossary**

### **Section I**

#### **Abbreviations**

##### **AAT**

Analysis Aptitude Test

##### **AD/ACDUTRA**

active duty/active duty for training

##### **AFAST**

Alternate Flight Aptitude Selection Test

##### **AFOQT**

Air Force Officer Qualifying Test

##### **AFMAN**

Air Force Manual

##### **AFI**

##### **Air Force Instruction**

##### **AFJI**

Air Force Joint Instruction

##### **AFQT**

Armed Forces Qualification Test

##### **AKA**

also known as

##### **AMA**

American Medical Association

##### **ANGRC**

Air National Guard Readiness Center

##### **AP**

Auditory Perception Test

##### **AR**

Army Regulation

##### **ASVAB**

Armed Services Vocational Aptitude Battery

##### **AU**

acceptability undetermined

##### **BSN**

Bachelor of Science in Nursing

##### **CC CMDTINST**

Coast Guard Commandant Instruction

##### **DA**

Department of the Army

##### **DCSPER**

Deputy Chief of Staff for Personnel

**DEP**

Delayed Entry Program

**DLAB**

Defense Language Aptitude Battery

**DLPT**

Defense Language Proficiency Test

**DOD**

Department of Defense

**DODI**

Department of Defense Instruction

**DRIS**

Defense Retail Inter-service Support

**ECFVA**

Education Commission for Foreign veterinary Graduates

**ECLT**

English Comprehension Level Test

**EDPT**

Electronic Data Processing Test

**ENTNAC**

Entrance National Agency Check

**GSA**

General Services Administration

**HQDA**

Headquarters, Department of the Army

**HSC**

U.S. Army Health Services Command

**IRC**

Inter-service Recruitment Committee

**MAP**

Military Applicant Profile

**MCO**

Marine Corps Order

**MVDB**

Motor Vehicle Driver Battery

**MEPRS**

Military Entrance Processing Reporting System

**MEPS**

Military Entrance Processing Station

**MET**

Mobile Examining Team

**MIRC**

Mid-level Inter-service Recruitment Committee

**MOU**

Memorandum of Understanding

**MTMC**

Military Traffic Management Command

**NAC**

National Agency Check

**NGB**

National Guard Bureau

**OASD(FM&P)**

Office of the Assistant Secretary of Defense (Force Management Policy)

**OCE**

Office of the Chief of Engineers

**OPM**

Office of Personnel Management

**OSVETS**

Other Service veterans

**PCS**

Permanent change of station

**RBJ**

Re-evaluation believed justified

**RIB**

Registrant Information Blank

**ROTC**

Reserve officers Training Corps

**SF**

Standard Form

**SJRCC**

Senior Joint Recruitment Commander's Committee

**SOP**

Standard operating procedure

**SSN**

Social Security Number

**SSS**

Selective Service System

**SSSN**

Selective Service System Number

**TDA**

Table of distribution and allowances

**TIN**

Temporary identification number

**UCMJ**

Uniform Code of Military Justice

**USACC**

U.S. Army Communications Command

**USAMEDD PERSA**

U.S. Army Medical Department Personnel Support Agency

**USMEPCOM**

United States Military Entrance Processing Command

**Section II****Terms****Accession**

An enlistment which increases the incremental strength of the regular or Reserve component of the Armed services. Personnel enlisted under the DEP are not involved in this category.

**Acceptability Undetermined**

A registrant whose qualification for induction is pending due to :

- a. Resolution of a disqualifying moral waiver problem.
- b. Medical consultation, tests or other medical determinations.
- c. Lack of additional medical documentations.

**Administrative acceptees**

Registrants who have been found acceptable for military service following an administrative determination that they possess the required capacity to achieve the minimum qualifying ASVAB score.

Adverse juvenile adjudication

- a. Determination by a judge or jury, in juvenile court proceedings, that the juvenile is guilty of or has committed the acts alleged in the petition or complaint, based either on the merits of the case or on the juvenile's admission of guilt in the court records
  - (1) Regardless of whether a sentence was then imposed, withheld, or suspended.
  - (2) Regardless of subsequent proceedings in the case to delete an initial determination of guilt from court records, based on the evidence of rehabilitation or a satisfactory period of probation or supervision. Examples of subsequent proceedings in juvenile courts in the United States are: expunging, record sealing, reopening the case to change the original finding of guilty or delinquency, or the plea of guilty or admission of the truth of the allegations in the petition to not guilty and dismissal of the original petition setting aside the adjudication of delinquency. Such subsequent proceedings recognize rehabilitation but do not alter the fact that the juvenile committed the act for which he has been adjudicated.

- (3) The term adverse juvenile adjudication includes adjudication as a juvenile delinquent, wayward minor, youthful offender, delinquent child, juvenile offender, and declaration of the juvenile as a ward of the court. The term does not include the adjudication as a dependent neglected, or abandoned.

**Applicant**

An individual applying for enlistment.

**Applicant Record (USMEPCOM 714 ADP)**

This product provides the enlistment qualification, medical, DEP, and accession data of an applicant that has been entered into MEPRS.

**Armed services personnel canters**

The various Service's military personnel record centers.

**ASVAB (Armed Services Vocational Aptitude Battery)**

The basic examination used by MEPS for enlistment qualification of potential members of the armed services.

**Completed medical evaluation**

A full medical examination or inspection that includes all required basic elements, including evaluation of consultations, additional tests determinations and outside medical documentation's if any, and including a completed physical profile and a qualification decision.

**Conscientious objectors**

- a. Class 1-A-O. An individual determined by the SSS to be conscientiously opposed to combatant duty but not to noncombatant duty. The Class 1-A-O registrant, if otherwise qualified, is inducted and assigned to noncombatant duty in the applicable Armed Force(s).
- b. Class 1-0. An individual determined by the SSS to be conscientiously opposed to both combatant and noncombatant duty in the Armed Forces. The Class 1-0 registrant, if otherwise qualified, is ordered by the SSS to perform a period of civilian work contributing to the maintenance of the national health, safety, or interest, in lieu of induction into the applicable Armed Force(s).

**Consultation**

A special medical examination provided by a physician who is board-certified or board-eligible in the specialty concerned. For the purpose of providing specialty expert evaluation in a medical or surgical specialty area when such evaluation is needed to determine an applicant's medical enlistment eligibility.

**Consultation evaluation**

The review of a consultation by a MEPS medical doctor to establish the individuals medical acceptability.

**Control desk**

The desk within the MEPS that monitors and controls the evaluation or processing by directing individuals to various sections.

**Conviction**

The determination of guilt by a court or jury, based either on the merits of the case or on the defender's plea of guilty or nolo contendere (that is, no contest) regardless of:

- a. Whether the sentence was then imposed, withheld, or suspended.

- b. Subsequent proceedings in the case to delete an initial determination of guilt from court records, based on the evidence of rehabilitation or satisfactory completion of a probationary period. Example of subsequent proceedings are: pardon; expungement; reopening of the case to change the original finding of guilty, plea of guilty, or nolo contendere (that is, no contest) to not guilty and dismissal of the charge; amnesty; and setting aside the record of convictions. Such subsequent proceedings recognize rehabilitation but do not alter the fact that the offender committed the criminal act.

**Courtesy shipment**

The accessing and shipping of an applicant previously processed and enlisted in the DEP by a different MEPS.

**Data collection**

The action of recognizing needed facts, and compiling and recording them for future use.

**DD Form 1966**

The form used by Armed Service Recruiting Components to request applicant enlistment, and by MEPS personnel to report accession data.

**DEP (Delayed Entry Program)**

Any of the various Service programs to enlist personnel into a special inactive Reserve group pending enlistment into active service at a projected future date. A DEP enlistee is not an accession.

**Disqualified**

Applicant does not meet established criteria to enlist under standards prescribed by the sponsoring Service.

**ELOPED**

Describes an SSS registrant who arrived at the MEPS as directed, but who departed the MEPS in an unauthorized manner (used in the event chap 9 is implemented).

**Enlistee**

An individual who has enlisted into the DEP or accessed into one of the armed forces.

**Enlistment ASVAB**

A version of the ASVAB administered in MEPS and at MET sites. The enlistment ASVAB is used solely for the examination of individuals specifically applying for enlistment.

**Enlistment Packet**

A set of enlistment and/or induction-related documents provided by MEPS to various Service personnel centers or agencies.

**Enlistment qualification testing**

The administration of the ASVAB to determine enlistment eligibility for the armed services.

**File**

A personal folder or form at the MEPS that contains information on an individual who has not yet become a member of a Service component.

**Holdover**

An individual who fails to complete enlistment qualification, medical, and/or administrative processing and is scheduled to return the next day for completion or has completed processing and is awaiting transportation back to the individual's home or initial duty station. (Requires overnight lodging.)

**Inductee**

An individual registered with the SSS who has been inducted into the Armed Services (used in the event chap 9 is implemented).

**Induction**

Transition from civilian to military status for a period of definite military obligation under the Military Selective Service Act.

**Induction processing**

Examination of SSS registrants to determine whether they meet the prescribed standards for military service; and procedures for effecting and recording the induction of qualified persons into the Armed Forces.

**Major Recruiting Force**

- a. Army—Army Recruiting Command.
- b. Air Force—Air Force Recruiting Service.
- c. Marine Corps—Marine Corps Recruiting Service
- d. National Guard—State Adjutants General.
- e. Coast Guard—Recruiting Command

**Local Area Recruiting Activity**

- a. Army—Recruiting Battalion.
- b. Air Force—Recruiting Squadron
- c. Marine Corps—Recruiting Station.
- d. Coast Guard—Recruiting office

**Medical examination**

A full medical examination or inspection that includes all required basic elements, including the evaluation of consultations, additional tests and determinations, and outside medical documentation's if any, and including a completed physical profile and qualification decision. (Same as a completed medical evaluation)

**Medical prescreening errors**

Any physical evaluation disqualifications or medical examination denials which occurred because of a condition that could have been detected by the recruiting service via adequate medical prescreening.

**MEPS data base listing**

A report providing the MEPS with a ready reference to previously submitted files and records.

**MEPS Enlistment Processing System**

Actions performed by the MEPS, to include enlistment qualification testing, medical examination, administrative requirements to effect an enlistment or reenlistment of an applicant, assignments and shipment of the individual to a reception station or other initial duty station, as applicable.

**Mobile Examining Team (MET) site**

A location outside the MEPS used for the administration of the ASVAB. It may be operated by either military or OPM personnel.

**Noncombatant Service**

A noncombatant is defined as either:

- a. Service in any unit of the Armed Forces which is unarmed at all times.

- b. Any other assignments the primary function of which does not require the use of arms in combat, provided that such other assignment is acceptable to the individual concerned and does not require the individual to bear arms or be trained in their use.

### **One-Day Processor**

An applicant who receives enlistment qualification testing, medical examination, is sworn in as a member of the Armed Services (induction, accession, or DEP) all on the same day.

### **“Papers Only” review**

Review and evaluation of medical documents or statements for the purpose of determining whether a full medical examination is justified.

### **Physical Inspection.**

An interval medical history review and limited reexamination (visual inspection ), required for:

- a. Entry on active duty and on active duty for training (ADT) if more than 72 hours have elapsed from the initial examination or from a subsequent inspection.
- b. Entry into the DEP and into the Reserve and National Guard if more than 30 days has elapsed from the initial examination or from a subsequent inspection.

### **Prior service**

- a. Army. All personnel applying for enlistment in the Regular Army and Army Reserve who have 180 days or more of continuous active duty.
- b. Air Force. All personnel applying for enlistment in the Regular Air Force who have 180 days or more of continuous active duty.
- c. Marine Corps. All personnel who have previously served in any Armed Forces or Reserve component thereof.
- d. Coast Guard. A person who has served some valid period of creditable service in any of the U.S. Armed Forces, including Reserve Components thereof.

### **Processing**

Any work unit accomplished for an applicant within the MEPS or MET enlistment qualification testing, medical examination, contract and associated paperwork, physical inspections and special testing.

### **Projection**

Pertains to scheduling MEPS workload; specifically an individual initially provided by name to the MEPS for the purpose of scheduling the examination and/or processing.

### **Qualified**

Applicant meets enlistment criteria under the standards prescribed by the sponsoring military service.

### **Quality assurance**

Actions or procedures that insure accuracy, timeliness, and completeness.

### **RBJ (Re-evaluation Believed Justified)**

A term applied to an individual found not qualified for military service, due to a remedial medical or non-medical condition, and whom MEPS personnel believe should be re-evaluated at a later date.



**Reception center or station**

The various Services' initial enlistee reception locations (such as Ft. Jackson, Lackland, Great Lakes, or Paris Island). (Note: Not called reception center or station by Air Force, or Marine Corps.)

**Record**

A submission of data into the automated reporting system concerning an individual who was examined and/or processed (see file and enlistment packet).

**Refused to submit**

An SSS registrant who was evaluated as qualified by the MEPS but refused to be inducted (used in the event chap 9 is implemented).

**Registrant**

An individual registered with the SSS for potential induction (used in the event chap 9 is implemented).

**Request for examination (USMEPCOM Form 714)**

The form used by recruiting personnel for requesting applicant evaluation or processing.

**Scheduled (individuals)**

Pertains to the scheduling of MEPS daily workload and is equal to the total of projections and add-ons.

**Search key**

The data element used to identify a record on a computerized data base. The MRS search key used during record establishment is the SSAN of the individual. The MRS search key used after record establishment is the SSAN and first four letters of the individuals last name.

**Selective Service Number (SSN)**

A number assigned by the SSS to each registrant for identification purposes. It consists of three elements as described below:

- a. The first element, reading from left to right, represents the last two digits of the year in which the registrant was born (for example, if a registrant was born in 1972, the first element would be 72). In medical and other health specialists, the first element would be 5.
- b. The second element will be a sequential seven-digit number, assigned to each registrant of a year group at the time his record is entered into the Registrant Information Bank (RIB). This element will begin with 0000001 and may continue to 9999999.
- c. The third element will be a single number assigned by the computer and uses a check digit to identify erroneous SSN input for updating records.

**Service-required data**

Information required by the various Services in excess of standard DOD data (such as the data contained in block 19 of the [DD Form 1966](#)).

**Social Security Number (SSN)**

The number assigned to the individual by the Social Security Administration.

**Shipped**

Accessions and inductees released from MEPS en route to reception stations.

**Special purpose test**

Any test, other than the ASVAB, used to evaluate individuals for jobs requiring special knowledge or for enlistment qualification.

**Student ASVAB**

A version of the ASVAB administered in educational institutions. The result may be used for enlistment

**Walk-in**

An individual who arrived early enough for examination and/or processing, but was not scheduled by name with the MEPS prior to close of business on the preceding workday.

**USMEPCOM funded consultation**

A specific medical consultation individually accounted for on DA Form 3904 (Public Voucher for Medical Examination).

**INDEX**

This index is organized by topic by chapter. Each topic and sub-topic is identified by paragraph number.